

“मिशन वात्सल्य” या केंद्र पुरस्कृत  
योजनेच्या मार्गदर्शक सूचना राज्यात  
लागू करण्याबाबत

महाराष्ट्र शासन  
महिला व बाल विकास विभाग  
शासन परिपत्रक क्रमांक: वात्सल्य-२०२२/प्र.क्र.९१/का-०८  
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**वाचा :-**

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**शासन परिपत्रक :-**

केंद्र शासनाने सन २००९-१० पासून एकात्मिक बाल संरक्षण योजना (ICPS) योजना सुरू करण्यात आली होती. सदर योजनेचे नाव “Child Protection services” असे सन २०१७-१८ मध्ये बदलण्यात आले असून आता ही योजना सन २०२१-२२ या आर्थिक वर्षापासून “मिशन वात्सल्य” या योजनेअंतर्गत वर्ग करण्यात आली आहे. केंद्र शासनाने संदर्भाधीन पत्रांचे मिशन वात्सल्य या केंद्र पुरस्कृत योजनेच्या मार्गदर्शक सूचना निर्गमित केल्या असून सदर मार्गदर्शक सूचना सन २०२२-२३ या आर्थिक वर्षापासून राज्यात लागू करण्यात येत आहेत.

२. केंद्र शासनाने निर्गमित केलेल्या मार्गदर्शक सूचना या परिपत्रकासोबत जोडण्यात आल्या असून सदर मार्गदर्शक सूचनांनुसार निश्चित केल्याप्रमाणे मिशन वात्सल्य या योजनेच्या केंद्र राज्य हिश्याचे प्रमाण ६०:४० असे राहील व या मार्गदर्शक सूचनांनुसार नमूद केलेल्या आर्थिक बाबी मिशन वात्सल्य योजनेशी संबंधित सर्व कर्मचारी, संस्था व लाभार्थी यांना लागू राहतील.

३. सदर शासन निर्णय महाराष्ट्र शासनाच्या [www.maharashtra.gov.in](http://www.maharashtra.gov.in) या संकेतस्थळावर उपलब्ध करून देण्यात आला असून त्याचा सांकेतांक २०२२०८०३१५४२१६१७३० असा आहे. हा शासन निर्णय डिजीटल स्वाक्षरीने साक्षांकित करून काढण्यात येत आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने.

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सत्यमेव जयते

Government of India

# Mission Vatsalya

*Savdhanta Sanrakshnam*

## Implementation Guidelines



Towards a new dawn

Ministry of Women and Child Development

Government of India

# **CONTENTS**

<b>1.</b>	<b>Introduction</b>	<b>1 - 3</b>
1.1	Vision	1
1.2	Mission	2
1.3	Objectives	2
<b>2.</b>	<b>Institutional framework for implementation</b>	<b>4 - 20</b>
2.1	Framework at Central Level	4
2.2	Fund Flow Arrangement	5
2.3	State Level Monitoring and Review	5
2.4	State Child Protection Society	6
2.5	State Adoption Resource Agency	9
2.6	State Child Welfare and Protection Committee	10
2.7	District Magistrate and District Child Protection Unit	11
2.8	District Child Welfare and Protection Committee	15
2.9	Juvenile Justice Board	16
2.10	Child Welfare Committee	17
2.11	Special Juvenile Police Units	18
2.12	Child Welfare and Protection Committee	18
2.13	Mission Vatsalya Portal	20
2.14	Child Helpline	20
<b>3.</b>	<b>Institutional Services</b>	<b>21 - 27</b>
3.1	Child Care Institutions	21
3.2	Swachhata Action Plan	26
<b>4.</b>	<b>Non Institutional Care Services</b>	<b>28- 36</b>
4.1	Sponsorship	28
4.2	FosterCare	31
4.3	AfterCare	35
<b>5.</b>	<b>Convergence</b>	<b>37 - 41</b>
5.1	Convergence Strategy	37
5.2	Capacity Building of Stakeholders	41
<b>6.</b>	<b>Other Initiatives</b>	<b>42 - 43</b>
	<b>Annexures</b>	<b>44 - 73</b>
	Annexure – I [Financial support for the CPMU]	46
	Annexure – II [State Annexure]	47 - 55
	Annexure – III [District Annexure]	56 - 66
	Annexure –VI [CCIs Annexure]	67 - 74

## ABBREVIATIONS

ANM	– Auxiliary Nurse Midwife
ASHA	– Accredited Social Health Activist
CCI	– Child Care Institution
CCL	– Child in conflict with law
CNCP	– Child in need of Care and Protection
CPMU	– Central Project Monitoring Unit
CWC	– Child Welfare Committee
CWO	– Child Welfare Officer
CWPC	– Child Welfare and Protection Committee
CWPO	– Child Welfare Police Officer
DCPU	– District Child Protection Unit
DCPO	– District Child Protection Officer
JJB	– Juvenile Justice Board
JJ Act	– Juvenile Justice Act
JJ Rules	– Juvenile Justice Rules
LCPO	– Legal-cum-Probationary Officer
NGO	– Non-Government Organization
PAB	– Project Approval Board
PFMS	– Public Financial Management System
PO	– Probation Officer
POIC	– Protection Officer (Institutional Care)
PONIC	– Protection Officer (Non-institutional Care)
POCSO	– Protection of Children from Sexual Offences
PRI	– Panchayati Raj Institution
SAA	– Specialized Adoption Agency
SARA	– State Adoption Resource Agency
SCPS	– State Child Protection Society
SFCAC	– Sponsorship and Foster Care Approval Committee
SJPU	– Special Juvenile Police Unit
SNA	– Single Nodal Agency
SOP	– Standard Operating Procedure
ULB	– Urban Local Body

# 1. INTRODUCTION

The Ministry of Women & Child Development is the nodal Ministry for ensuring welfare of children. This is envisaged to be accomplished by way of legislation, policy & schematic interventions along with coordination with other Ministries and Organizations. The National Children Policy, (as revised in 2013), and the National Plan of Action for Children, 2016 laid down the policy framework for child welfare and protection. The Indian Parliament has passed several landmark legislations in favor of children like the Juvenile Justice (Care and Protection of Children) Act 2015, the Protection of Children from Sexual Offences Act 2012, the Commissions for Protection of Child Rights Act, 2005, the Prohibition of Child Marriage Act, 2006 and the Right to Education Act 2009. India is also a signatory to important international treaties i.e., the United Nations Convention on Rights of Child and the Hague convention on Adoption of children which mandate systemic development and strengthening of juvenile justice system in the country.

Mission Vatsalya is a roadmap to achieve development and child protection priorities aligned with the Sustainable Development Goals (SDGs). It lays emphasis on child rights, advocacy and awareness along with strengthening of the juvenile justice care and protection system with the motto to 'leave no child behind'. The Juvenile Justice (Care and Protection of Children) Act, 2015 provisions and the Protection of Children from Sexual Offences Act, 2012 form the basic framework for implementation of the Mission.

Prior to 2009-10, there were three schemes being implemented under the Ministry namely,

- i) Programme for Juvenile Justice for Children in need of care and protection, and Children in conflict with Law;
- ii) Integrated Programme for street children; and
- iii) Scheme for assistance to homes for children (Shishu Greh).

All the three schemes were incorporated in a single centrally sponsored scheme called the Integrated Child Protection Scheme (ICPS). The ICPS was implemented by the Ministry since 2009-2010. The scheme was then renamed as "Child Protection Services" Scheme in 2017. The CPS Scheme has been now subsumed under Mission Vatsalya from 2021-22 onwards.

## 1.1 Vision

To secure a healthy & happy childhood for each and every child in India, ensure opportunities to enable them to discover their full potential and assist them in flourishing in all respects, in a sustained manner. Mission Vatsalya promotes family-based non-institutional care of children in difficult circumstances based on the principle of institutionalization of children as a measure of last resort.

## 1.2 Mission

To foster a sensitive, supportive, and synchronized ecosystem for children as they transit different ages and stages of their development. This is envisaged to be done by strengthening the institutional framework of child welfare and protection committees and the Statutory and Service delivery structures in all districts of the country. While children in difficult circumstances are to be addressed by the Statutory and Service Delivery Structures, equal emphasis is to be given to issues around child welfare and protection at the community level integrated with the local development plans and corresponding budgets. Thus, it is envisaged that the committees under the institutional framework will complement the Statutory and Service Delivery Structures in terms of advocacy, awareness generation, capacity building, and preventive measures to build a robust child friendly ecosystem in the community.

The Mission aims to:

- i) Support and sustain Children in difficult circumstances;
- ii) Develop context-based solutions for holistic development of children from varied backgrounds;
- iii) Provide scope for encouraging innovative solutions;
- iv) Cement convergent action.

## 1.3 Objectives

The key objectives of Mission Vatsalya are:

- i) Prioritisation of children in the scheme of Administration keeping Centrality of the Child during all the activities and actions taken under the Mission.
- ii) Best interest of the Child while designing or delivering projects and programmes and to take affirmative action to ensure right to grow in happy family environment with strong social safety net to support families.
- iii) Ensuring Children's right to Survival, Development, Protection and Participation.
- iv) To establish essential services and strengthen emergency outreach, non-institutional care within the family and community, and institutional care counselling and support services at the national, regional, state and district levels.
- v) To ensure appropriate inter-sector response at all levels, coordinate and network with all allied systems to promote convergent efforts for seamless service delivery to children.
- vi) To strengthen child protection at family and community level, equip families and communities to identify risks and vulnerabilities affecting children, create and promote preventive measures to protect children from situations of vulnerability, risk and abuse.
- vii) Encourage private sector partnerships and interventions to support children within the framework of law.

- viii) Raise public awareness, educate public about child rights, vulnerabilities and measures for protection sponsored by government and engage community at all levels as stakeholder in ensuring the best interest of children.
- ix) To build capacities of duty holders & service providers at all levels.
- x) Monitor progress on objective parameters against well-defined Outputs and Outcomes, and
- xi) Participation of *Panchayats and Municipal Local Bodies* at the village level and at the ward and the urban cluster level within the urban municipal ward, for sustained assessment of the issues deserving attention, implementation of appropriate interventions, regular monitoring to develop a robust social safety net for children.

Mission Vatsalya will be implemented as a centrally sponsored scheme as per prescribed cost sharing ratio between the Centre and State/UT Governments.



## **2. INSTITUTIONAL FRAMEWORK FOR IMPLEMENTATION**

The Mission Vatsalya scheme envisages defined institutional arrangement to nurture a robust implementation framework that will be monitored at different levels by the centre, state, and district.

### **2.1 Framework at Central Level**

The Mission Vatsalya Project Approval Board (PAB) under the Chairpersonship of the Secretary, Ministry of Women and Child Development (MWCD) will scrutinize and approve the annual plans and financial proposals received from the States and UTs for release of grants under the scheme. The State/UTs shall submit their financial proposals duly filled in the prescribed formats, along with their implementation plans for scrutiny. They shall present the same before the Board for appraisal and approval. The Chairperson may invite any other domain expert/statutory body/invitees to attend the meeting of the Board.

The Mission Vatsalya Central Project Monitoring Unit (CPMU) will provide necessary secretarial assistance to the Board. The CPMU will do coordination and monitoring with the State Governments in the Ministry. It will be based at Delhi and would function as the Mission Directorate headed by Joint Secretary level officer as Mission Director.

The composition of Mission Vatsalya Project Approval Board is as under:

<b>Sl. No.</b>	<b>Members</b>	<b>Designation</b>
1.	Secretary, Ministry of Women and Child Development	Chairperson
2.	Secretary, Ministry of Home Affairs	Member
3.	Secretary, Ministry of Social Justice & Empowerment	Member
4.	Secretary, Ministry of Panchayati Raj	Member
5.	Secretary, Ministry of Rural Development	Member
6.	Secretary, Ministry of Housing and Urban Affairs	Member
7.	Secretary, Ministry of Labour & Employment	Member
8.	Secretary, Ministry of Youth Affairs & Sports	Member
9.	Secretary, Department of School Education & Literacy	Member
10.	CEO NITI Aayog	Member
11.	Addl. Secretary and Financial Advisor, Ministry of Women and Child Development.	Member
12.	Joint Secretary, and Mission Director (Child Welfare) Ministry of Women and Child Development	Member Secretary
13.	Chief Executive Officer, CARA	Member
14.	Director, NIPCCD	Member
15.	Any other domain expert/statutory body	Co-opted Member

The PAB meeting may be attended by the members or their nominated representatives.

## 2.2 Fund Flow Arrangements

The Scheme shall be implemented as a Centrally Sponsored Scheme in partnership with State Governments and UT Administrations to support the States and UTs in universalizing access and improving quality of services across the country. The fund sharing pattern as prescribed by Ministry of Finance shall be in the ratio of 60:40 between Centre and State & Union Territories with Legislature respectively.

For the 8 North-Eastern States viz. Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura and two Himalayan States viz. Himachal Pradesh and Uttarakhand, and UT of Jammu and Kashmir, Centre and State share shall be 90:10. For Union Territories without Legislature, it shall be 100%.

The funds under the Scheme would be released to States/UT Governments through Public Financial Management System (PFMS). The corresponding State share amount should be released as early as possible and not later than 40 days of release of the Central share. The funds will be maintained by the State Single Nodal Agency (SNA) in the Single Nodal Account of Mission Vatsalya. States/UTs shall comply with the guidelines issued by the Department of Expenditure, Ministry of Finance regarding procedure of release of funds and any further guidelines issued from time to time.

**Mandatory Condition:** In order to avail benefits of any sub-scheme/component under the scheme, in addition to the conditions prescribed under various sub-schemes/components of the Scheme, a State is required to comply with the official name of all Centrally Sponsored Schemes (CSSs) (correct translation to local language is permissible) and any guidelines/instructions issued by the Government of India regarding branding of this Scheme.

## 2.3 State Level Monitoring and Review

At the State level, there shall be a committee headed by the Chief Secretary to monitor, review and promote convergence in the implementation of the scheme. The Committee shall meet at least bi-annually in a financial year. The Chairperson may co-opt any other domain expert/statutory body/departments in the Committee. The members of the Committee shall include the following-

Sl. No.	Members	Designation
1.	Chief Secretary	Chairperson
2.	Principal Secretary/ Secretary, Home Affairs	Member
3.	Principal Secretary/Secretary, Department of Social Justice & Empowerment	Member
4.	Principal Secretary/Secretary, Department of Women and Child Development	Member Secretary
5.	Principal Secretary/Secretary, Department of Health & Family Welfare	Member
6.	Principal Secretary/ Secretary, Department of Law & Justice	Member

7.	Principal Secretary/ Secretary, Department of Education	Member
8.	Principal Secretary/Secretary, Youth Affairs & Sports	Member
9.	Principal Secretary/ Secretary, Department of Panchayati Raj	Member
10.	Principal Secretary/ Secretary, Department of Rural Development	Member
11.	Principal Secretary/ Secretary, Skill Development	Member
12.	Principal Secretary/ Secretary, Department of Urban Development	Member
13.	Principal Secretary/ Secretary, Department of Labour & Employment	Member
14.	Any other domain expert/statutory body/departments	Co-opted Member

The state level institutional arrangement for implementation, monitoring and coordination will consist of statutory and service delivery structures as under-

- I. Statutory Arrangement- (i) State level Statutory Arrangement which includes State Child Protection Society, and State Adoption Resource Agency; (ii) District Level Statutory Arrangement which includes District Child Protection Unit, Child Welfare Committees, Juvenile Justice Boards, and Special Juvenile Police Units.
- II. Service Delivery Structures– (i) State Level Monitoring Committee (ii) State Child Welfare and Protection Committee, (iii) District Child Welfare and Protection Committee, (iv) PRIs/Urban Local Bodies Committees on Social Justice/Women & Children to function as Child Welfare and Protection Committees.

## 2.4 State Child Protection Society

The State Child Protection Society (SCPS) as established under the Juvenile Justice (Care and Protection of Children) Act, 2015, shall ensure the implementation including mapping, planning of Mission Vatsalya scheme. The SCPS shall assist the State Child Welfare and Protection Committee, for coordinating and ensuring effective implementation of legislations, policies, and schemes for child welfare & protection in the State viz. the Juvenile Justice (Care and Protection of Children) Act, 2015; Protection of children from Sexual Offence Act, 2012; The Prohibition of Child Marriage Act, 2006; Commissions for Protection of Child Rights Act, 2005 (CPCR Act) along with Rules and Regulations made there under; Hindu Adoption and Maintenance Act (HAMA) 1956; Guardians and Wards Act (GAWA) 1890; the Child Labour (Prohibition and Regulation) Act 1986; and the Immoral Traffic Prevention Act 1986; Pre-Conception and Pre-Natal Diagnostic Techniques (Prohibition of Sex Selection) Act 1994, and any other Act, Rule, Regulation and policy that comes into force for protecting child rights.

The SCPS will be based at state headquarter and would function as the State Mission Directorate. The SCPS shall be headed by the Additional Chief

Secretary/Principal Secretary/Secretary of the Department of Women and Child Development/Social Justice Empowerment of the State identified to implement the Mission Vatsalya as State Mission Director. The Member Secretary of the SCPS would be the Commissioner/Director Women & Child, who would assist the Mission Director in implementation of the scheme.

**(A) Roles and Responsibilities of SCPS:**

- 1) Overseeing the implementation of the Act and the rules framed there under in the State and supervision and monitoring of agencies and institutions under the Act;
- 2) Maintaining oversight, monitoring and evaluating implementation of Mission Vatsalya throughout the State.
- 3) Providing secretarial support to the State Child Welfare and Protection Committee.
- 4) Addressing road-blocks, issues, complaints received regarding care and protection of children;
- 5) Ensure that all institutions set up under the Act and the rules are in place and performing their assigned duties;
- 6) Ensuring need assessment in the State, in collaboration with the Districts.
- 7) Preparation of State Annual Action Plan for implementation of Mission Vatsalya based on need assessment reports by Districts, Child vulnerability survey report as available and submission of financial proposals for consideration of the Mission Vatsalya State Child Welfare and Protection Committee.
- 8) Submit Utilisation Certificate, Statement of expenditure, Physical Progress Report, and any other information required while seeking release of Grant-in-aid under the scheme.
- 9) Provide Inspection Reports, Details of Grievances/Suggestions, and Health Check-ups, follow-up of Child in Conflict with Law children (cases registered and disposed), follow-up of Children in Need of Care and Protection (restored/rehabilitated), good practices and success stories on quarterly basis.
- 10) Reviewing reports received from various District Child Protection Units on the functioning of institutions in various districts and take action to facilitate the protection of children wherever necessary and monitoring the functioning of the District Child Protection Units;
- 11) Ensuring registration of all Child Care Institutions and uploading their details on Mission Vatsalya Portal including details of children coming in contact with the Juvenile Justice system and children supported on Mission Vatsalya portal.
- 12) Develop programmes for foster care, sponsorship and after-care;
- 13) Inquire into, seek reports and make recommendations in cases of death or suicide in Child Care Institutions and under other institutional care;
- 14) Ensure inter-department coordination and liaising with the relevant departments of the State and Central Governments and State Child Protection Societies of other States or Union Territories;
- 15) Networking and coordinating with civil society organisations working for the effective implementation of the Act and the rules;
- 16) Maintaining a state level database of all children in institutional care and family based non-institutional care and updating it on a quarterly basis;
- 17) Ensuring that documents of each child like Birth Certificate, Aadhar Card, School

going Certificate, Vaccination certificates, Health Check-up cards etc., of all the children are made available by the CCI.

- 18) To develop and increase counselling capacity as well as resource persons at the State/UT level, including Psychiatric counselling and mental health wellbeing of children in coordination with Support, Advocacy & Mental Health Interventions for Children in Vulnerable Circumstances And Distress (SAMVAD)- National Institute of Mental Health and Neurosciences (NIMHANS).
- 19) Maintaining a database of Child Care Institutions, Specialised Adoption Agencies, open shelters, fit persons and fit facilities, registered foster parents, sponsors, after care organisations and other institutions at the State level;
- 20) Maintaining a database of medical and counselling centres, de-addiction centres, hospitals, open schools, education facilities, apprenticeship and vocational training programmes and centres, recreational facilities such as performing arts, fine arts and facilities for children with special needs and other such facilities at the State level;
- 21) Monitoring and administering the Juvenile Justice Fund set up by the State Government including disbursement of funds to the District Child Protection Units, Special Juvenile Police Units and police stations, as the case may be;
- 22) Maintaining separate accounts for all funds received by the State Child Protection Society such as the Juvenile Justice Fund, funds under Schemes of Central and State Government and getting the same audited;
- 23) Generate awareness among public on various aspects of the Act and the rules made there under specifically the existing institutional framework, rehabilitation measures, penalties, procedures for better protection of children;
- 24) Organise and conduct programmes for the implementation of the Act including training and capacity building of stakeholders;
- 25) Commission research programmes on child protection;
- 26) Co-ordinate with State Legal Services Authority and law schools; and
- 27) Any other function for the effective implementation of the Act and the rules made there under.

The State Child Protection Society shall consist of the following contractual staff:

- i) Programme Manager (States having up to 20 districts one Program Manager and states having more than 20 districts two Program Managers)
- ii) Programme Officers (States having up to 20 districts two Program Officers, and in States having more than 20 districts can have four Program Officers).

**(B) Roles and Responsibilities of the State Mission Director in SCPS:**

- i) To take all administrative decisions pertaining to the implementation of the Mission Vatsalya and related fund disbursement and maintaining oversight and supervision on implementation of the Mission in all the districts of the State.
- ii) To ensure deployment of requisite manpower under the scheme.
- iii) Plan and implement the capacity building of all duty holders, and stakeholders.
- iv) Examine and approve proposals/ projects submitted by the Districts under the different program components of the Mission.

- v) To ensure setting up of all Statutory and Service delivery Structures in the State and in all the districts of the state.
  - vi) Ensure issue of notification by all PRIs and ULBs assigning the function of child welfare and protection measures to the committee looking after social justice/women & child welfare issues at the level of the district/city/block/ward/gram panchayat.
  - vii) To plan for welfare and development of children under Mission Vatsalya, in collaboration with all government and non-government Stakeholders, in the best interest of children and execute the plan in a time bound manner through convergence action.
  - viii) To facilitate restoration, rehabilitation and mainstreaming of Children in the state.
  - ix) To ensure that the children supported under Mission Vatsalya become adequately self-sufficient after turning 18 years of age, and organise scholarships or loans for their higher education, vocational courses or to start small businesses.
  - x) To maintain and administer the Juvenile Justice Fund for financing support to the children and obtaining required certificate for income tax exemption purposes for any donation made into this account.
  - xi) To garner public and private sector support for augmenting resources for children.
  - xii) The State Mission Director shall be the grievances redressal authority for the purpose of this scheme.
- 1) The roles and responsibilities of duty holders of SCPS is at **State Annexures – II, Part-A.**
  - 2) Selection process including Indicative qualification of staff of SCPS is at **State Annexure – II, Part-C & Part-D.**

## 2.5 State Adoption Resource Agency (SARA)

In order to support the Central Adoption Resource Authority (CARA) in promoting in-country adoption and regulating inter-country adoption, Mission Vatsalya provides for supporting the State Adoption Resource Agency (SARA) in every State/UT. The SARA shall coordinate, monitor and develop the work related to non-institutional care including adoption in the state. SARA shall be headed by the Additional Chief Secretary/Principal Secretary/Secretary of the Department of Women and Child Development/Social Justice Empowerment of the State identified to implement the Mission Vatsalya as State Mission Director. The Director/ Commissioner of the Department of Women and Child Development/Social Justice Empowerment of State shall assist the Mission Director.

### (A) Roles and Responsibilities of SARA:

The specific roles and responsibilities of SARA shall include the functions as specified in Adoption regulations issued under Juvenile Justice (Care and Protection of children) Act, 2015 from time to time. The roles and responsibilities of other duty holders of SARA is at **State Annexure – II, Part-B** and Selection process including Indicative qualification of staff of SARA is at **State Annexure – II, Part-C & Part-D.**

The SARA may consist of the following contractual staff:

- (i) One Programme Manager
- (ii) One Programme Officer
- (iii) One Programme Assistant

### Infrastructure for SCPS and SARA

The SCPS & SARA to be provided with adequate space and infrastructure by the concerned States/UTs to carry out their roles and responsibilities. The SCPS & SARA may function from the premises of the State Department working on the child protection/welfare issues in the State. In case the State/UT Government is unable to provide space for SCPS or SARA, they may function from a rented building. Efforts may be made to utilize the existing infrastructure of States/UTs instead of creation of new infrastructure. Financial Support for setting up of SCPS is at **State Annexure – II, Part-E** and Financial Support for setting up of SARA is at **State Annexure – II, Part-F**.

## 2.6 State Child Welfare and Protection Committee

There shall be a State Child Welfare and Protection Committee under the Chairpersonship of the Principal Secretary/Secretary WCD/DSJE to supervise implementation of Mission Vatsalya with the help of the State Child Protection Society (SCPS). This Committee will prepare an annual action plan including financial proposal for the state and submit to the Ministry for approval. This Committee shall closely monitor and review the working of structures, services and progress under various components of Mission Vatsalya and hold quarterly review meetings with District Child Welfare and Protection Committees for effective implementation of the scheme. The State Committee shall take needful measures for advocacy, awareness generation, capacity building, of all stakeholders on child rights and child welfare, and address road-blocks, issues, complaints received regarding care and protection of children in the State. The State Committee shall make special efforts for convergence so as to ensure benefits under all possible government welfare schemes for the children. The State Committee shall ensure that all institutions are set up under the Juvenile Justice (Care and Protection of Children) Act, 2015, and Rules thereof. The Chairperson may invite any other domain expert/statutory body/invitees/departments to attend the meeting of the Committee. The composition of the Committee shall be as under-

Sl. No.	Members	Designation
1.	Principal Secretary/Secretary, of Department of Women and Child Development	Chairperson
2.	Principal Secretary/Secretary, Home Affairs	Member
3.	Principal Secretary/Secretary, Department of Social Justice & Empowerment	Member
4.	Principal Secretary/Secretary, Department of Health & Family Welfare	Member

5.	Principal Secretary/Secretary, Department of Law & Justice	Member
6.	Principal Secretary/Secretary, Department of Education	Member
7.	Principal Secretary/Secretary, Youth Affairs & Sports	Member
8.	Principal Secretary/Secretary, Department of Panchayati Raj	Member
9.	Principal Secretary/Secretary, Department of Rural Development	Member
10.	Principal Secretary, Skill Development	Member
11.	Principal Secretary/Secretary, Department of Housing and Urban Affairs	Member
12.	Principal Secretary/Secretary, Department of Labour & Employment	Member
13.	Commissioner/Director WCD	Member-Secretary
14.	Any other domain expert/statutory body/departments	Co-opted member

The State Committee with the assistance of SCPS may also frame a media and communication plan to generate awareness among the public on various aspects of the Mission for the rehabilitation and procedures for better protection of children. The State Child Welfare and Protection Committee may rationalize the existing manpower in the implementing agencies for optimum utilization of resources as per the number of blocks, case load and inter-district transfers on need basis to address administrative exigencies. States can rationalize manpower distribution per DCPU as per the work load/ number of blocks within the districts.

## 2.7 District Magistrate and District Child Protection Unit

The District Magistrate shall be responsible for the implementation of the Mission in the district. The District Child Protection Unit will function under the overall supervision of District Magistrate in ensuring service delivery and care and protection of children in the district. The District Magistrate shall facilitate effective implementation of the Juvenile Justice (Care and Protection of Children) Act, 2015; and all other legislations, Rules and regulations for ensuring child welfare, child rights and child protection in the district, viz. Protection of children from Sexual Offence Act, 2012; the prohibition of Child Marriage Act 2006; the Hindu Adoption and Maintenance Act (HAMA) 1956; Guardians and Wards Act (GAWA) 1890; the Child Labour (Prohibition and Regulation) Act 1986; the Commissions for Protection of Child Rights Act, 2005; the Immoral Traffic Prevention Act 1986; the Pre-Conception and Pre-Natal Diagnostic Techniques (Prohibition of Sex Selection) Act, 1994, etc. and any other Act that comes into force for protecting child rights.

### (A) Roles and Responsibilities of DCPU:

- 1) The DCPU shall perform the functions as given under Juvenile Justice (Care and protection of Children) Rules as amended from time to time.
- 2) The DCPU shall implement all child protection legislations, schemes and work for achievement of child protection goals as laid out in the Mission.



- 3) Coordinate and implement all child rights and protection activities at district level.
- 4) Provide administrative support and act as secretariat for the implementation of the Mission at the district level.
- 5) Identify families at risk and children in need of care and protection through effective networking and linkages with the Block/ Gram Panchayat/ Ward Level Child Welfare and Protection Committees, POSHAN 2.0 functionaries, Specialized Adoption Agencies (SAA), NGOs dealing with child protection issues and local bodies.
- 6) Undertake local vulnerability mapping of the district, in terms of children in difficult circumstances, analyse and monitor trends and patterns for taking appropriate action.
- 7) Resource mapping of the district in terms of child related service providers and facilities for children.
- 8) Identify & verify credible voluntary organizations to implement program components of the Mission Vatsalya and recommend them to District Magistrate.
- 9) Facilitate implementation of family based non-institutional services including Sponsorship, Foster Care, and After Care and all adoption matters as defined in the Adoption Regulations.
- 10) Ensure that for each child in need of care and protection shall have an individual care plan and that the plan is regularly reviewed. Monitor the implementation of Plan.
- 11) Ensure setting up of Child Welfare and Protection Committees for effective implementation of programs, as well as discharge of its functions.
- 12) Supervise and monitor all institutions/agencies providing residential facilities to children in district.
- 13) Facilitate transfer of children at all levels for either restoration to their families or placing the child in long or short-term rehabilitation through sponsorship in country adoption, Foster Care, inter-country adoption and placement in institutions.
- 14) Train and build capacity of all personnel (Government and Non-government) working under child protection system to provide effective services to children.
- 15) Encourage voluntary youth participation in child protection programs at district, block and community levels.
- 16) Facilitate and ensure convergence with other departments (including those mentioned in the Convergence Matrix under Mission Vatsalya), Civil Society organisations, Academic Institutions and other stakeholders to build inter-sectoral linkages on child protection issues and for ensuring benefits to children under Central/State/any other Scheme, for welfare of Children.
- 17) Carrying out need-based research and documentation activities at district-level for analysing the contextual problems affecting children and possible Solutions.
- 18) Maintain oversight, monitoring and evaluating implementation of Mission Vatsalya in the District.
- 19) Liaising with other DCPUs and State Child Protection Societies of State/UT for restoration and rehabilitation of Children and peer learning.
- 20) Furnishing information and periodic reports as sought/ prescribed by the State/UT or Central government. Upload updated monthly reports on the

Mission Vatsalya portal.

- 21) Organize monthly meeting with all stakeholders at district level including under the chairpersonship of District Magistrate.
- 22) Any other activity essential for attaining the goals and objectives of Mission Vatsalya.

**(B) Roles and Responsibilities of Duty holders in DCPU:**

**1) District Magistrate (DM)**

- i) The District Magistrate shall perform the functions as given under Juvenile Justice (Care and protection of Children) Rules as amended from time to time.
- ii) The District Magistrate shall implement the scheme in the district in time bound manner.
- iii) The District Magistrate shall ensure need and resource mapping exercise in terms of the children especially children in difficult circumstances in the district on annual basis.
- iv) Develop District Annual Plan of action in consultation with all stakeholders including all members of the District Child Welfare and Protection Committee, for Survival, Development, Protection and Participation of Children in the District.
- v) Engage with the State government, other Districts and Agencies for restoration, rehabilitation and social reintegration of children.
- vi) Secure benefits and entitlements to the child under other existing schemes of the government with special efforts to ensure benefits reach children through convergence planning and action.
- vii) Conduct surprise inspections of the Child Care institutions.
- viii) Facilitate After Care in terms of supplementary education, career counselling facility, vocational training, for them at appropriate time.
- ix) Encourage participation and contribution of the public and private sector, academic institutions and other stakeholders towards sponsoring the higher education of these children, institutionalising scholarships, facilitating loan for studies, etc.
- x) Hold monthly meeting with DCPU, CDPO, Police, Education department, Health Department, DLSA and other stakeholders to discuss following issues related to children in the district to discuss the following:
  - a) Needs of children and availability of resources
  - b) Vaccination and other health services, including health education
  - c) Pattern of crime and violence against children and actions taken to arrest crime against children
  - d) Availability and quality of Child care Institutions for children
  - e) Status of Sponsorship and Foster Care and arrangements for After Care
  - f) Report regarding missing, lost, run away or dead children in CCIs and in District
  - g) Coordination arrangements for restoration of children
  - h) Any other matter deemed necessary with respect to children

- xi) Ensure placement of suggestion box in Child Care Institutions, Police Stations and other places with sizeable population of children and look into the complaints and suggestions given by the children and take appropriate action.
- xii) Adoption matters as defined in the Adoption Regulations.
- xiii) The District Magistrate shall be the grievances redressal authority for the purpose of this scheme.

## 2) District Child Protection Officer (DCPO)

The District Child Protection Officer (DCPO) shall function as the officer in-charge of the DCPU and shall be responsible for carrying out all day-to-day functions of the DCPU at the district level. The DCPO shall be preferably a Gazetted Officer on deputation from the government or appointed on contract basis. In districts where a district level officer of the Mission Vatsalya implementing department (Social Welfare/Women and Child Development) is available he/she shall function as the DCPO. The roles and responsibilities of the DCPO shall consist of the following:

- i) The DCPO shall coordinate and supervise implementation of the Mission and all other child protection activities at district level including coordinating non-institutional care program and monitoring & supervision of all institutions/agencies/projects/ programs/ NGOs.
- ii) DCPO shall report to the District Magistrate and assist the District Magistrate in development of District Annual Child Protection Plan.
- iii) DCPO shall ensure that the details of every child coming in contact with the Juvenile Justice set up are uploaded on the Vatsalya portal maintained centrally.
- iv) The DCPO shall coordinate with all the line departments/officers including:
  - a) District Legal Services Authority
  - b) Superintendent of Police,
  - c) Labour Officer, Education Officer,
  - d) District Medical Officer/Chief Medical Officer/Civil Surgeon,
  - e) PRIs and other Urban Local Bodies,
  - f) Child Development Project Officer (CDPO),
  - g) Voluntary Organizations,
  - h) Hospitals/Nursing Homes,
  - i) Child Welfare Committee,
  - j) Juvenile Justice Board,
  - k) Other authorities/organizations/individuals etc., at district level who have direct or indirect impact on child protection programs/services.
- v) DCPO shall head the Management Committee of every Child Care Institution in the district and carry out field visits to the CCIs.
- vi) Manage optimum utilisation of grant received from the SCPS under the Mission
- vii) She/He shall coordinate with the PRIs and ULBs to ensure regular report of meetings held and action taken thereof and submit them to the District Magistrate.
- viii) She/He shall conduct a monthly review meeting with all stakeholders including representatives of community and local bodies as well as media.

- ix) Any other task assigned by the District Magistrate for attaining the objectives of the Mission.
- 3) The Roles and responsibilities of other Duty Holders of the DCPU are at **District Annexure – III, Part-A.**
- 4) Selection process including Indicative qualification of staff of DCPU is at **District Annexure – III, Part-B & Part-C.**

### Infrastructure for District Child Protection Unit

The DCPU is to be provided with adequate space and infrastructure by the concerned States/UTs to carry out their roles and responsibilities. The DCPUs may function from the premises of the concerned department at the district level. In case the State/UT Government or district administration is unable to provide space for DCPU, it may function from a rented building. Efforts may be made to utilize the existing infrastructure of States/UTs. Financial Support for setting up of DCPU is at **District Annexure – III, Part-D.**

## 2.8 District Child Welfare and Protection Committee

The District Magistrate shall chair the District Child Welfare and Protection Committee in every District. It shall be responsible for the effective implementation of Mission Vatsalya. The District Magistrate shall hold quarterly review meetings of the Committee. The composition of the Committee would be as under:

Sl. No.	Members	Designation
1.	District Magistrate	Chairperson
2.	Superintendent of Police	Member
3.	Representative from District Legal Services Authority	Member
4.	Commissioner/Chief Executive Officer Urban Local Body	Member
5.	Chief Executive Officer Zilla Parishad/Rural Development Officer	Member
6.	District/Chief Medical Officer/Civil Surgeon	Member
7.	District Labour Officer	Member
8.	District Education Officer	Member
9.	District Sports Officer	Member
10.	District Social Welfare Officer	Member
11.	Project Officer, Integrated Tribal Development Project (ITDP)	Member
12.	District Skill Development Officer	Member
13.	District Planning Officer	Member
14.	District Program Officer (WCD)/ District Social Welfare Officer/ Child Development Project Officer HQ	Member-Secretary
15.	Any other domain expert/statutory body/departments	Co-opted member

The District Child Welfare and Protection Committee shall be assisted by District Child Protection Unit (DCPU), to supervise and monitor the activities as well as

the overall implementation of Mission Vatsalya at the district level based on district-specific indicators, to be developed in the process of implementation of the scheme. The Committee with the assistance of DCPU shall conduct periodic and regular mapping of all Child related services at districts for creating a resource directory and making the information available to the Committees and Boards from time to time, assess the number of children in difficult circumstances and create district specific data bases to monitor trends and patterns of children in difficult circumstances. The Committee shall also facilitate the implementation of non-institutional care programmes including sponsorship, Foster Care and After Care at the district level. The Committee with the assistance of DCPU may also frame a media and communication plan to generate awareness among the public on various aspects of the Mission for the rehabilitation and procedures for better protection of children. It shall make special efforts towards convergence with other government departments to ensure the benefits of government welfare schemes reach the children in the district.

## **2.9 Juvenile Justice Board**

The Juvenile Justice (Care and Protection of Children) Act, 2015; makes it mandatory to establish at least one Juvenile Justice Board (JJB) in each district as the authority to dispose of matters related to Children in conflict with law. The composition and functioning of the JJB shall be in accordance with the Juvenile Justice (Care and Protection of Children) Act, 2015. Mission Vatsalya shall provide infrastructure and financial support to the States/UTs for facilitating setting up of JJB in every district and to ensure their effective functioning. The Juvenile Justice Board shall perform functions and Roles as laid down in Juvenile Justice Act/Rules as amended from time to time. JJB shall hold its sittings in the premises of an Observation Home. Travelling/meeting allowance or honorarium for two social worker members of the Board shall be supported under the scheme.

The Scheme would provide one Assistant-cum-Data Entry Operator in each JJB for day-to-day work. Indicative qualification of Assistant-cum-Data Entry Operator is at **District Annexure – III, Part-E.**

### **Location of JJB:**

As provided by the Juvenile Justice (Care and Protection of Children) Act, 2015, a JJB shall hold its sittings in the premises of an Observation Home.

### **Infrastructure for JJB:**

The Observation Homes being constructed shall have two rooms of 300 Sq. ft. each for the JJB. Where an existing Observation Home has the required space available within the premises, the same shall be provided to the Board. However, in districts where there is no Observation Home or the existing Observation Home has no space for the JJB, funds will be provided under the Mission for constructing or renting suitable premises for the JJB.

The Board shall hold its sittings in one room while the other room should be used as the waiting area for Children and their families. The Board premises should

have a welcoming ambience. The Committee room where the Board holds its sittings shall have a child friendly environment. Necessary furniture, computer and other basic equipment shall be made available. The waiting area should have provisions for toilet and drinking water along with indoor recreation facilities for children.

The Observation Home where the JJB holds its proceedings shall provide support of counselor and peon to the JJB on those days when the sitting is taking place. DCPU will also provide legal and counseling support where necessary. Financial Support for setting up of JJB is at **District Annexure – III, Part-F.**

## **2.10 Child Welfare Committee**

The Juvenile Justice (Care and Protection of Children) Act, 2015; makes it mandatory to establish at least one Child Welfare Committee (CWC) in each district as the authority to dispose of cases for the care, protection, treatment, development and rehabilitation of children in need of care & protection and to provide for their basic needs and protection of human rights. The Composition and functioning of the CWC shall be in accordance with the Juvenile Justice (Care and Protection of Children) Act, 2015; and Rules thereof. Mission Vatsalya shall provide infrastructure and financial support to the States/UTs for facilitating setting up of CWC in every district and to ensure their effective functioning. The Child Welfare Committee shall perform functions and Roles as laid down in Juvenile Justice Act/Rules as amended from time to time. Travelling/meeting allowance or honorarium for Chairperson, and four members of the Committee shall be supported under the scheme.

The Scheme would provide one Assistant-cum-Data Entry Operator in each JJB for day-to-day work. Indicative qualification of Assistant-cum-Data Entry Operator is at District **Annexure– III, Part-E.**

### **Location of CWC**

As provided under the Juvenile Justice (Care and Protection of Children) Act, 2015, the Child Welfare Committee shall hold its sittings in the premises of a Children's Home.

### **Infrastructure for CWC**

The Children Home being constructed shall have two rooms of 300 Sq. ft. each for the CWC. Where an existing Children Home has the required space available within the premises, the same shall be provided to the Committee. However, in districts where there is no Children Home or the existing Children Home has no space for the CWC, funds will be provided under the Mission for constructing or renting suitable premises for the CWC.

The Committee shall hold its sittings in one room while the other room should be used as the waiting area for Children and their families. The CWC premises should have a welcoming ambience. The Committee room where the CWC holds its sittings shall have a child friendly environment. Necessary furniture, computer and other basic equipment shall be made available. The waiting area should have provisions for toilet

and drinking water along with indoor recreation facilities for children.

The Children Home where the CWC is holding its proceedings shall provide support of counselor and peon to the CWC on those days when the sitting is taking place. DCPU will also provide legal and counseling support where necessary. Financial Support for setting up of CWC is at **District Annexure – III, Part-G**.

## 2.11 Special Juvenile Police Unit (SJPU)

The Juvenile Justice Act, 2015, provides for setting up of Special Juvenile Police Units in every district and city to coordinate and upgrade the police interface with children. The police officers, designated as Child Welfare Officers in the district or city by the Home Department, and social workers are members of the SJPU.

The Scheme would support two social workers in each SJPU. These social workers shall be deployed by DCPU to SJPU based on requirement and availability of such staff. Of the two Social Workers, at least one should be a woman social worker. The Special Juvenile Police Unit shall perform functions and roles as laid down in the Juvenile Justice Act/Rules as amended from time to time. Financial Support for 02 social workers in each SJPU is at **District Annexure-III, Part-D, Table-B, S.No. 6**.

## 2.12 Child Welfare and Protection Committees

Mission Vatsalya envisages a robust ecosystem through the network of state and local governments to ensure the safety and security of children in the country. These local bodies must be able to reach out to children, engage with communities and encourage them to take ownership of the wellbeing of Children in their areas.

Hence, under the existing Standing/Sub-Committee system of the local bodies, the function of child welfare and protection issues may be assigned to the existing committee of the urban local body/Panchayati Raj Institution/Gram Panchayat which deals with issues of social justice/welfare of women and children. The notification assigning the function of child welfare and protection measures to the concerned committee may be issued by the competent authority of the local body.

Panchayati Raj Institution	Zila Parishad Committee dealing with welfare of women and children
	Block level Committee dealing with welfare of women and children
	Gram Panchayat standing Sub- Committee on Social Justice/welfare of women and children

These Committees may be supported for service delivery provision at all levels, to strengthen the framework of child protection in the Country. The District Child Protection Officer (WCD), District Social Welfare Officer, Child Development Project Offices may render all assistance in terms of information, reports, to strengthen the Committees.

Similarly, in urban areas, the function of child welfare and protection issues

may be assigned to the existing standing committee which deals with issues of women and children in the particular municipal area.

Urban Body	Local	Standing Committee at the Municipal Level looking after issues of welfare of women and children
		Ward level committee dealing with welfare of women and children's issues in the area

### **Major Functions of the Child Welfare and Protection Committees:**

- i) Ensuring safe public spaces and child friendly atmosphere in the villages/block/ward areas.
- ii) Advise all Village Gram Panchayats to include in Gram Panchayat Development Plan (GPDP) provision for support to women and child related activities.
- iii) Ensure provision of municipal budget for women and children in urban ward areas.
- iv) Inspection and assessment of implementation of schemes and programs for children in the area.
- v) To ensure survey of all children with special needs likely to be in difficult circumstances, orphans, street children etc., and take appropriate actions so that no child is left behind.
- vi) To discuss the status of vulnerable children who are missing, school drop-outs, trafficked victims, migrant children, beggars, orphan, and take appropriate action for their wellbeing.
- vii) To hold special campaigns and awareness drives for promoting child rights and ensuring child protection.
- viii) Ensure support to DCPUs, CWCs, JJBs and SJPU in carrying out their roles under Juvenile Justice Act/Rules.
- ix) To boost volunteerism in the area of Juvenile Justice and Child Protection.
- x) To roll out convergent activities fostering rehabilitation and social re-integration of children such as career counselling, skill training enrolment, apprenticeship enrolment, sports clubs/camps, etc.
- xi) Reporting to District Magistrate through DCPU regarding vulnerability hot-spots and strategy devised for addressing it.
- xii) To organize Bal Panchayats and appoint child Ambassadors in Villages from amongst children in schools etc.; and lay down necessary inputs from children on various issues before Gram Panchayats for appropriate action.

### **Financial Support to Child Welfare and Protection Committee:**

It is envisaged that the Child Welfare and Protection function needs to be supported and strengthened by the PRIs and ULBs to ensure a synchronized ecosystem for the welfare and protection of children. Accordingly, provision may be made for these functions from their own revenue resources and the 5% of the untied grant available with Panchayati Raj Institutions and urban local bodies which has been earmarked for women and child related activities.



## 2.13 Mission Vatsalya Portal

The Mission Vatsalya portal will provide a unified Digital Platform for various MIS related to children in difficult circumstances which include missing, orphaned, abandoned, and surrendered children. These vulnerable children need to be mapped with the govt. institutions/services so that their care and development can be ensured. The four different portals under CPS and Juvenile Justice Act –TrackChild, for Missing/Found Children; CARINGS, for the adoption of Children; ICPS portal, for monitoring the scheme and; Khoya-Paya, Citizen centric application for Missing and Sighted Children shall be integrated by the NIC under one single portal.

Some of the major benefits of Mission Vatsalya portal will be the following:

- i) Better monitoring through various MIS Dashboards
- ii) Avoid duplication of work at grassroots level
- iii) Single platform for all the stakeholders
- iv) Better Decision/Policy Making
- v) Optimum use of resources
- vi) Availability of Child Protection Resource Directory
- vii) Better citizen participation
- viii) Availability of Analytical reports
- ix) Evidence based programme, planning and implementation

## 2.14 Child Helpline

The Mission Vatsalya in partnership with States and Districts will execute a 24x7 helpline service for children as defined under the JJ Act, 2015. The Child Helpline under Mission Vatsalya shall be run in coordination with State and District functionaries and integrated with the Emergency Response Support System 112 (ERSS-112) helpline of MHA.

**Note:** The detailed Standard Operating Procedures (SoPs) on Child Helpline will be issued separately.

## 2.15 Children under PM CARES for Children Scheme

For non-institutional care financial support at the rate of Rs. 4000/- per month per child shall be provided to Children (in account with guardian) under the Mission Vatsalya Scheme. For child in institutional care, a maintenance grant @ Rs. 3000/- per month shall be given under the Mission Vatsalya Scheme, to Child Care Institutions. Any provision for subsistence support under the State scheme may also be provided additionally to the children.

## 2.16 Evaluation :

The Mission Vatsalya is a continuing scheme and a third party evaluation of the Scheme shall be conducted before the end of 15<sup>th</sup> Finance Commission cycle to evaluate its effectiveness and suggest course correction. The Ministry of Women and Child Development will have this evaluation conducted by an independent third party.

### 3. INSTITUTIONAL SERVICES

#### 3.1 Child Care Institutions (CCIs)

The Child Care Institutions as envisaged under the Juvenile Justice (Care and Protection of Children) Act, 2015, empowers the State Government either by itself or in collaboration with voluntary organizations to set up homes in every district or group of districts for the reception and residential care of Children in need of Care and Protection (CNCP) and Children in Conflict with Law (CCL). These CCIs shall serve as a home away from home and provide comprehensive child care facilities to children for their all-round development till the children's social re-integration through non-institutional care. They shall work towards enhancing the capabilities and skills of children and work with their families (in case Child has family) with the view of facilitating their reintegration and rehabilitation into mainstream society. The Mission shall support the following type of Child Care Institutions in the districts:

##### 1) Child Care Institutions for Children in Need of Care and Protection (CNCP):

i) **Children's Home** shall be supported/established for rehabilitation of Children in need of care and protection for their care, treatment, education, training, development, and rehabilitation. Separate homes based on age, gender/transgender or special needs of children could be established/ supported by the State/District.

**Special Unit for Children with Special Needs:** States/UTs need to focus on special need children in CCIs who are not able to go to school due to physical/mental disabilities. Special provisions may be made in the CCIs to provide services including Special Educators/therapist and Nurse required for such children in CCIs for occupational therapy, speech therapy, verbal therapy and other remedial classes as per the children's need. The capacity building of the Special Unit staff in sign language, Braille etc. shall be undertaken with help of resource institutions in States for such Homes.

ii) **Open Shelters** registered by the state government shall be supported to look after runaway children, missing children, trafficked children, working children, children in street situation, child beggars, and child substance abusers, children affected by any natural disaster, children living in unauthorized areas/slums, children of migrant population, children of socially marginalized groups, and any other vulnerable group of children for the short term based on the need assessment of the district. These shelters will be used for educating, counselling and imparting life skills to children in difficult circumstances, so as to keep them away from a life in the streets. The Open Shelters are not meant to provide permanent residential facilities for children but will complement the existing institutional care facilities. Open Shelter may include the following:

- a) A Unit for 25 children shall have minimum carpet area of 2000 sq. ft. including a kitchen, two bathrooms and two toilets.
- b) NGOs running these Open Shelters may contact Municipal Corporations, Zila Parishads, Slum Boards, Railway and Transport authorities for suitable accommodation for Open shelters or contact points.
- c) NGOs may seek help of DCPU for making arrangement for accommodation.

Financial Support shall be provided through the State Government/UT Administration to voluntary organizations for establishing such Open Shelters. In case a State/UT is unable to find suitable voluntary organizations to run these Open Shelters, the State /UT shall run these centres from the funds available. Financial Support for setting up of Open Shelter is at **Annexure – IV, Part- D.**

**iii) Specialized Adoption Agencies (SAA)** recognized by the state government shall be supported to look after children below six years of age based on the need assessment of the district about orphans, abandoned, and surrendered children. The SAA will facilitate adoption of the children who are legally free for adoption. SAAs may also be established near or within jail premises, to provide care and protection to young children of incarcerated parents. Financial Support for setting up of SAA is at **Annexure – IV, Part-C.**

The Mission Vatsalya will support State and NGO run Specialized Adoption Agency (SAA) where adoptable children of below six years of age are provided residential care. The SAA must be registered under the appropriate provisions of the Juvenile Justice (Care and Protection of Children) Act, 2015 and follow the Adoption regulations issued by Central Adoption Resource Authority (CARA). It shall work under the overall supervision of the District Child Protection Unit and assist District Magistrate in administering Adoption programme.

The specific roles and responsibilities of these SAAs shall include:

**Child related functions:**

- a) Admission and registration of orphaned, abandoned and surrendered children.
- b) Reporting the arrival of a child to the CWC.
- c) Immediate medical Check-up of the child in nearby Hospital.
- d) Uploading details of all children on the portal maintained by the Ministry.
- e) Prepare individual care plan for each child within a month in coordination with the District Child Protection Unit (DCPU) and forward it within a fortnight for approval to the Child Welfare Committee (CWC), once agreed upon by the DCPU. The SAA shall report to the DCPU on the execution of the individual child care plan within six months of the care plan being approved by the CWC.
- f) The individual care plan to be reviewed every six months and no child shall remain in the care of a SAA for more than a period of one year.
- g) Preparation of child study report and physical examination report.
- h) Assist CWC in enquiry as and when required and expedite the legally free for

adoption certificate within stipulated time from CWC.

- i) Matching of the child to the prospective adoptive parents.
- j) Pre and Post adoption counselling to children.
- k) Facilitate placement of the child either in adoption or in pre adoption Foster Care with the help of District Placement Committee chaired by DCPO with two members respectively from the respective SAA and Protection Officer – Non-institutional Services.
- l) Assist District Magistrate in finalizing adoption order and placement of a child.
- m) Obtaining birth certificate of the child.
- n) Post adoption follow up.
- o) Archiving relevant records of biological parents, their medical/case history, case records of the child, biological parents and adoptive parents.
- p) Maintaining benchmark Standards of Care, hygienic premises, and adequate facilities to care for the new born babies, infants and toddlers.
- q) Furnishing report to District Magistrate through DCPU and SARA for indicating the rehabilitation plan for each child admitted in the SAA.

**Prospective Adoptive Parents (PAPs) related functions:**

- a) Facilitating Registration of prospective adoptive parents on the designated portal.
- b) Counselling of biological parents/unwed Mother surrendering the child and for prevention of abandonment and rehabilitation of child.
- c) Carrying out Home Study Report.
- d) Matching of the child with PAPs.
- e) Facilitating placement of the child in pre adoption Foster Care.
- f) Pre and post adoption counselling to all PAPs.
- g) Carrying out court procedures for adoption or placement of a child, and
- h) Carrying out post adoption follow up.

**Cradle Baby Reception Centre**

Recognizing the fact that many districts in the country do not have facilities to receive or offer temporary shelter for children in crisis situation, especially those who are abandoned and vulnerable to be trafficked, the Mission envisages setting up Cradle Baby Reception Centres in at least one SAA (preferably government run) per District. This Reception Centre shall be run by the SAA from its premises and shall be equipped with all basic facilities for infants. The primary objective of these Reception Centres shall be to rescue the abandoned children and look after them with due care and affection till he/she is given in adoption.

Each SAA shall install one cradle with alarm bell at the doorstep to receive such babies. These Cradle Baby Reception Centres will be linked to Cradle Points at Primary Health Care Centres (PHCs), Hospitals/Nursing Homes, Bus and Railway Stations, in the office of the DCPU or other designated locations to receive abandoned babies. For every child received by the cradle baby reception centre, the process of creating an individual care plan shall be initiated by the reception centre, to be further developed and prepared by the SAA in whose care the child is to be transferred after the authorization of the CWC.

Once the Cradle Baby Reception Centre receives a child from the Cradle Point, it should make the following arrangements for rehabilitation of the child:

- a) Provide for proper medical treatment and food as per the advice of the Medical Officer;
- b) Report the arrival of the child to the Child Welfare Committee;
- c) Provide for all basic needs of the child;
- d) Provide care and protection to the child;
- e) Register the birth of the child with the competent authority; and
- f) Explore possibilities of placing the child in a family through adoption.

The DCPU shall facilitate procurement of the cradles for the cradle points. States/UT can procure cradles for cradle point in SAAs as per procurement guidelines/Rules of GFR 2017.

## 2) Child Care Institutions for Children in Conflict with Law (CCL):

**i) Observation Homes** shall be supported/established for temporary reception, care and rehabilitation of any child alleged to be in conflict with law, during the pendency of any inquiry under the Juvenile Justice (Care and Protection of Children) Act, 2015.

**II) Special homes** shall be established for providing long term rehabilitation and protection of children who are found to have committed an offence and placed thereby by an order of the JJB. In order to facilitate and expedite setting up of Special Homes in every district or group of districts, the scheme shall provide financial support to the State Governments and Union Territory Administrations.

**III) Place of Safety** shall be established to host children between the ages of 16 to 18 years and are accused of or convicted for committing a heinous offence in conflict with law. The JJ Act 2015 states that the State Government may arrange to place children in conflict with law referred to it by the Board, in a 'Place of Safety', which has been declared fit by the State Government for such purpose, and may order such child to be kept under protective custody, at such place and on such conditions, as it deems proper. The State Government may, by rules, prescribe the types of places that can be designated as 'Place of Safety' and the facilities and services that may be provided therein. Financial Support for setting up of Child Care Institutions is at **Annexure – IV, Part-B**.

**3) Vatsalya Sadan** will be an Integrated Home Complex of CCLs (Children Home, Observation Home, Special Home, Place of Safety) along with JJB and CWC shall be located within single premises for implementation of the Juvenile Justice Act. States may consider to set up such model complexes subject to need and availability of land. Vatsalya Sadan (Integrated Home Complex) may be proposed for unit of 50 and 25 children in each Home. Time to time, states have submitted proposals for Integrated Home Complex based on their requirement. Therefore, to address this need, it has been decided to provide for construction of “**Vatsalya Sadan**” under the Mission Vatsalya. The benefits of having “**Vatsalya Sadan**”

would help to avoid/minimize disruption, travelling time for case needs and ensure security provision.

The States may develop specific colour scheme and building design specific to the State concerned. The States will be free to allocate additional budget over and above the central and State share of the Grant-in-aid. As far as possible, these Integrated Homes may have playground of an approximate size of 1200 sq. ft. States may provision for playground as per the Juvenile Justice (Care and Protection of Children) Model Rules, 2016, Rule 29.

The cost norms as well as area in sq. ft. required of Integrated Home Complex shall be as per the approved area for the different types of Homes, JJBs & CWCs and their corresponding cost norms. The detailed estimate may be made with a view to make the complex accessible to special need children; as well as to ensure green surroundings and energy efficient building. The details of the physical infrastructures are to be as per Juvenile Justice (Care and Protection of Children) Model Rules, 2016, Rule 29. States may submit need-based proposals that fulfil condition of availability of land and detailed estimate of Public Works Department (PWD) /Central Public Works Department (CPWD) to the Ministry.

Financial Norms for Infrastructure for CCIs & Vatsalya Sadan are given at **Annexure-IV. Part- E.**

### **3.1.1 General Conditions for CCIs**

The Mission shall support the maintenance of existing Child Care Institutions or commissioning of new Child care institutions in the Country, subject to the following conditions:

- i) The CCI shall be registered under the Juvenile Justice (Care and Protection of Children) Act, 2015.
- ii) The CCI must subscribe to the benchmarks prescribed under the Juvenile Justice Act and the Rules framed there under.
- iii) Verification of the credentials by the State Government of CCIs run by Non-Government Organisation.
- iv) Mandatory Police verification of the CCI staff.
- v) Separate CCIs shall be run for Boys and Girls above the age of six years.
- vi) Support to any CCI shall be extended based on the need assessment report of District Magistrate.
- vii) The location and size of an institution in a particular city or town would depend on the caseload of children in conflict with law committed by the Juvenile Justice Board and children in need of care and protection referred by the Child Welfare Committee.
- viii) CCIs for children in need of care and protection and children in conflict with law shall run from separate premises.
- ix) Institutions must be located in a congenial child friendly environment in natural surroundings with adequate open space for children to engage in outdoor activities. Every institution should be well connected by various modes of transportation and be within the vicinity of schools and technical and other

vocational training institutions so that they are easily accessible to the children in conflict with law/children in need of care& protection.

- x) All the CCIs shall be supported for same set of facilities and quality of services, irrespective of children being in conflict with law or in need of care and protection.
- xi) States/UTs shall introduce age-appropriate education, access to vocational training, recreation, bridge education, linkages to the National Open School Program (NOSP), health care, counselling etc., in CCIs;
- xii) Specific short term suitable certificate courses and skill training certificate courses for children in the CCIs in the age group of 14-18 years, may be imparted.
- xiii) The CCIs shall be compliant with the conditions of minimum standards of care as prescribed in the Juvenile Justice (Care and Protection of Children) Model Rules, 2016.

### **3.1.2 Capacity of Child Care Institutions (CCIs)**

The Child Care Institutions shall be supported normally to accommodate 50 children; however, for North Eastern States, Himalayan States and Hilly areas in other States, CCIs with capacity of 25 children shall be supported, as per the need of the states. All the CCIs may have similar facilities in terms of infrastructure, caregivers, service providers or any other component as mandated under JJ Act and Rules thereof. The number of units may vary based on the average number of children present in the Homes during last 3 years.

### **3.1.3 Roles and Responsibilities of Staff in Child Care Institutions**

The specific roles and responsibilities of staff/caregivers in Child Care Institutions shall include the functions and duties as specified under Juvenile Justice (Care and Protection of children) Rules, as amended from time to time. Indicative Qualification of Staff of CCIs is at **Annexure – IV, Part-A**.

## **3.2 Swachhata Action Plan (SAP)**

States/UTs have to prepare an Annual Calendar for take up activities of SAP in CCIs as well as Service Delivery Structures:

- i) Activities on personal hygiene of children and staff in CCIs such as trimming nails, washing hands, cleaning of wardrobes etc. Children to be encouraged to keep their hands clean by washing regularly with soap and water.
- ii) Ensure proper cleaning and frequent sanitization of the CCIs, particularly of the frequent touched surfaces.
- iii) Fumigation of premises, provision of clean drinking water regularly and cleaning of storage tanks.
- iv) Ensure regular supply of hand sanitizer, soap and running water in the washrooms of CCIs.
- v) Orientation programme on Water, Sanitation and Hygiene (WASH) in CCIs.
- vi) Toilets should be adequate in number, accessible, and child friendly.
- vii) Nutri-kitchen Garden development in CCIs.

- viii) Plantation drives in the CCIs.
- ix) Group Discussion on Health, hygiene and Cleanliness for Children and staff of CCIs.
- x) Art and craft activity with children on “Best out of waste”.
- xi) Display Swachhata message on the website(s) and through wall paintings at all CCIs.
- xii) Curb the use of Single-Use Plastic (SUP) and discourage the use of plastic in the office.
- xiii) Inspection of cleanliness of rooms, toilets, food, clothing etc. by Children Committee.
- xiv) Use of waste material to generate energy for cooking gas.
- xv) Organize a Webinar, Workshop, Film show, Poem competition on health and sanitation on Swachhata”.
- xvi) Organize a VC/meeting with field formations for the dissemination of information and to review the preparedness, in between and at the end of the Pakhwada.
- xvii) Use of Social Media (Facebook, Twitter, Instagram, Youtube etc.) to generate awareness.
- xviii) Any other relevant instructions issued from time to time.



## 4. NON-INSTITUTIONAL CARE SERVICES

One of the guiding principles of the care and protection of children under the Juvenile Justice Act asserts that a child shall be placed in institutional care as a measure of last resort. In this spirit, the Juvenile Justice (Care and Protection of Children) Act, 2015 and the Model Rules framed there under accord priority to non-Institutional care in the rehabilitation and reintegration of children through Sponsorship, Foster Care, adoption and After Care in a family and community based alternatives for care.

The Mission will support children through following modes of Non-Institutional Care:

- i) **Sponsorship:** financial support may be extended to vulnerable children living with extended families/biological relatives for supporting their education, nutrition and health needs.
- ii) **Foster Care:** the responsibility of the child is undertaken by an unrelated family for care protection and rehabilitation of the child. Financial support is provided to biologically unrelated Foster Parents for nurturing the child.
- iii) **Adoption:** finding families for the children found legally free for adoption. Specialized Adoption Agencies (SAA) will facilitate the adoption programme.
- iv) **After Care:** the children who are leaving a Child Care Institution on completion of 18 years of age may be provided with financial support to facilitate the child's re-integration into mainstream of society. Such support may be given from the age of 18 years up to 21 years, extendable up to 23 years of age to help her/him become self-dependent.

A monthly grant of Rs. 4000/- per child shall be provided for Sponsorship or Foster Care or After Care to the state government. The State Governments are encouraged to give additional grants to the SCPS under Sponsorship and Foster Care Fund and may initiate steps to proactively identify children who need protection with the support of PRIs and Urban Local Bodies. Every district shall have a Sponsorship and Foster Care Approval Committee (SFCAC) to review and sanction sponsorship (for preventive settings only) and Foster Care fund. The non-institutional care shall be subject to eligibility conditions and procedure laid down in the JJ Act and Rules thereof.

### 4.1 Sponsorship

As per Section 2 (58) of the Juvenile Justice (Care and Protection of Children) Act, 2015, sponsorship is defined as the '*Provision of supplementary support, financial or otherwise, to the families to meet the medical, educational and developmental needs of the child*'. Under Sponsorship programme, the Mission shall supplement the biological families or extended families of children in need of care or protection for adequate care of the child. It shall be a conditional assistance, to ensure that children get the opportunity to stay and grow within their social and cultural milieu in the community, without displacement.

#### 4.1.1 Types of Sponsorship

Assistance under sponsorship, criteria for selection and process of providing assistance under sponsorship will be of two types -

A – Government Aided Sponsorship

B – Private Aided Sponsorship

The state government may seek to saturate eligible children in need of care and protection through sponsorship.

##### A. Government aided sponsorship:

This type of sponsorship shall be of two categories, namely preventive and rehabilitative.

- i) **Preventive:** Sponsorship support will be provided to a vulnerable family to enable a child to continue to remain in the biological family (including extended family and blood relatives), continue his/her education. This is an effort towards preventing children from becoming destitute, vulnerable, runaway, forced into child marriage, forced into child work, etc. The DCPU with the help of its social workers, outreach workers, volunteers as well as the Urban Ward Committee/Gram Panchayat shall identify vulnerable families or children for sponsorship support.
- ii) **Rehabilitative:** Children within institutions can also be restored to families with sponsorship assistance. On the basis of the Individual Care Plan, an institution shall approach the CWC/JJB to recommend a suitable case to DCPU for rehabilitation through the sponsorship fund. Such rehabilitation may accord priority to the immediate family, extended family, family known to the child, neighborhood/community, and then to unrelated and unknown foster families respectively. Cases will be reviewed by CWC/JJB before recommending to the DCPU for sanction of sponsorship fund.

##### B. Private Aided Sponsorship:

Under private aided sponsorship, interested sponsors (individuals/institutions /company/banks/industrial units/trusts etc.) can provide assistance for the following purposes:

- i) **Individual Sponsorship**—Assistance in kind and through financial support to one or two children of an institution or a family.
- ii) **Group Sponsorship** –Assistance in kind and through financial support to the children of more than one family (up to a maximum of eight children) residing in the institution.
- iii) **Community Sponsorship**-Assistance in kind and through financial support to more than eight children of one or more families of the community.
- iv) **Sponsorship of Child Care Institution-** Assistance in kind and through financial support may be provided to CCI itself for the purposes of strengthening of infrastructure facilities, improvement of service quality, to extend skill development and vocational training opportunities, extend sports facilities and training, coaching classes, medical assistance and facilities, support for library and computer lab, etc.

The District Magistrate may take measures to encourage individuals or Public/Private Sector Organisations to sponsor a child or a group of children or an Institution. Such arrangements shall be subject to stipulations as per the Juvenile Justice (Care and Protection of Children) Act, 2015, and Rules. The account of funds so received may be maintained separately subject to annual audit of the CCI, and published on the Mission Vatsalya portal.

The state governments may lay down procedures for receipt of all private sponsorship funds through the Juvenile Justice Fund opened under Section 105 of the JJ Act. Private sponsorship amount may not be less than the norm prescribed by the government. The sponsorship period may be minimum for one year or up to the period of the child attaining the age of 18 years.

#### **4.1.2 Criteria for sponsorship**

- (1) Where mother is a widow or divorced or abandoned by family;
- (2) Where children are orphan and are living with the extended family;
- (3) Where parents are victims of life threatening/terminal disease;
- (4) Where parents are incapacitated or unable to take care of children both financially and physically.
- (5) Children in need of care and protection as per the JJ Act, 2015 namely without home, victim of any natural calamity, child labour, victim of child marriage, trafficked child, HIV/AIDS affected child, child with disabilities, missing or runaway child, child beggars or living on the street, tortured or abused or exploited children who require support and rehabilitation.
- (6) Children covered under the PM CARES For Children Scheme.

#### **4.1.3 Economic Criteria for Preventive Sponsorship**

For preventive sponsorship, children in conditions of extreme deprivation based on the “proxy parameters” of - types of residential locality, social deprivation and occupation shall be selected, whose family income does not exceed:

- a) Rs. 72,000/- per annum for rural areas,
- b) Rs. 96,000/- per annum for others.

#### **4.1.4 Duration of Sponsorship**

The sponsorship can be extended up to 18 years of age based on reasons to be recorded in writing by Juvenile justice Board, Child Welfare Committee, or the Children’s Court. The duration of the sponsorship support shall be co-terminus with the period of Mission Vatsalya.

All efforts shall be made to empower the family financially and otherwise to take care of the child satisfactorily. The Sponsorship and Foster Care Approval Committee (SFCAC) may review all sponsorship cases from time to time.

**Procedure for sanction and release of funds under the Sponsorship Program:**

- a) The request for sponsorship support for a child in Institutional care can be uploaded on the Mission Vatsalya portal by the DCPU or Child's family.
- b) The DCPU shall organise the meeting of SFCAC in the first week of every quarter, or as per need to consider the requests received.
- c) The orphan, abandoned or surrendered children shall be given preference in consideration, in case they are not legally free for adoption/not adopted in six months
- d) The Committee will recommend eligible children to DM through DCPU
- e) The DM shall give approval based on the recommendation of the Child Welfare Committee or refer the cases for review.
- f) The Committee may review and respond to the observations made by DM.
- g) DM may accept or reject the recommendations.
- h) The DCPO shall open an account in scheduled bank/Post Office in the name of the child, to be operated by the child's guardian, preferably by the Mother.
- i) The DCPO shall also request SCPS for budgetary allocation for non institutional care, with proper justification.
- j) The allocation shall be credited in the Single Nodal Account opened for the Mission at the District level.
- k) DM shall be the competent authority for sanctioning the release of amount from Mission Account to the Children's account
- l) Once sanctioned, the amount shall be credited monthly in the Child's account
- m) DCPU may facilitate Child's Health annual check-ups from government hospital/District Medical Officer/ Civil Surgeon of the district and place the same along with home and school enquiry report from a Social Worker or Outreach Worker of the DCPU, before the Sponsorship and Foster Care Approval Committee for review and extension of Sponsorship assistance.
- n) The duration of the sponsorship support shall be decided on a case to case basis by the Sponsorship and Foster Care Approval Committee, and may be extended upto 2025-26.
- o) The supervision of children and families shall be undertaken by the DCPU and shall include quarterly home and school visits.
- p) If at any point of time the child has to be institutionalized the sponsorship assistance shall be discontinued.
- i) Sponsorship assistance will be reviewed and suspended, if the school going child is found to be irregular for more than 30 days in school attendance except in case of children with special needs.

**4.2 Foster Care:**

Foster Care as mentioned in section 44 of JJ Act 2015, and Rules thereof is an arrangement whereby a child is placed for the purpose of alternate care in the domestic environment of a family, usually on a short term or extended period of time, with unrelated family members for purpose of care and protection. While placing a child in Foster Care, preference shall be given to those families that share similar cultural, tribal and /or community connection. Foster Care shall include Group Foster

Care whereby a group of unrelated children are placed with a foster family or under the care of Foster Care givers in a family like setting who may/may not be having their own biological children. Group Foster Care is defined as a family like care in a fit facility for children in need of care and protection who are without parental care.

Children in the age group of 0 to 6 years who are being considered by the Committee to be declared as legally free for adoption, and those who have been declared legally free for adoption shall not as far as possible be considered for placement in Foster Care. Such children shall be provided a permanent family through adoption as per Adoption Regulations. The situations under which Foster Care can be given will rest on the CWCs based on their assessment of the individual case presented before them.

#### **4.2.1 Duration of Foster Care**

- i) Foster care for short term period means for a period of not more than one year.
- ii) Foster Care for extended period of time is placement of a child by the Committee for a period exceeding one year. The duration whether short or long term will also be based on the assessment of the compatibility of the child with the Foster Care parents the period of placement can be periodically extended by the Committee till the child attains 18 years of age.

#### **4.2.2 Children Eligible for Foster Care:**

- i) Children in the age group of 6-18 years who have been staying in Child Care Institutions for over two years, and have not been declared legally free for adoption may be placed in Foster Care based on their Individual Care Plan developed in the institution.
- ii) Children whose parents are terminally ill and have submitted a request to the Committee or the District Child Protection Unit for taking care of their child as they are unable to take care of their child; such children may be preferably placed in Foster Care.
- iii) Children in need of care and protection as per the JJ Act namely without home, victim of any natural calamity, child labour, victim of child marriage, trafficked child, HIV/AIDS affected child, child with disabilities, missing or runaway child, child beggars or living on the street, tortured or abused or exploited children who require support and rehabilitation.

#### **4.2.3 Criteria for Selection of Foster Family:**

The criteria and process for selecting Foster Family and Group Foster Care settings by DCPU and inspection by CWC are enshrined under Rule 23 of Juvenile Justice Rules, 2016 or as amended from time to time.

#### **Identification of Foster Families by DCPU:**

- i) The District Child Protection Unit (DCPU) shall identify families who are willing to take children in Foster Care along with their preference of the child. For this purpose, the DCPU shall place advertisement in local newspapers periodically calling for applications for family Foster Care.

- ii) The District Child Protection Unit shall shortlist the applicants based on the criteria and conduct interviews with the foster families which will help in assessment of the prospective foster family.
- iii) The District Child Protection Unit will also verify two references from individuals of good standing from the community that are provided by every foster family.
- iv) The DCPU, while making an assessment of the prospective foster family shall thoroughly check their economic status to ensure that they are able to meet the needs of the child and are not dependent on the Foster Care maintenance payment for the child; however if it is assessed that all other criterion being satisfied and only financial support is required, and in the absence of alternatives, the case shall be recommended to a Committee constituted for the purpose in the district, after the final orders of CWC. The financial support may be provided later too especially in case of higher studies, if need be.
- v) District Child Protection Unit shall maintain a roster/panel of prospective foster families giving details about the kind of Foster Care willing to provide every year which shall be forwarded to the Child Welfare Committee for placement of children in Foster Care.
- vi) The DCPU shall initiate preparation of the child for placement in Foster Care and initiate the matching process for foster parent and foster child and prepare report for the same. These reports are to be filled out parallel by DCPU during the matching process and submitted with a written covering letter for the match to the CWC.

**Procedure for sanction and release of funds under the Foster Care Program:**

- i) The Couples/ Families desirous of fostering a child may apply to DCPU in the prescribed format.
- ii) The DCPU may commission a home study report through social worker and background verification by Police. Economic and educational background of the family may also be taken into consideration.
- iii) The families may be counselled to explain the responsibilities of fostering a child and assessed regarding their mental preparedness, before they are acknowledged as families suitable for fostering the child.
- iv) Caregiver family may seek financial support in case their annual income is less than Rs. 8 lakhs per annum or the limit prescribed by the Ministry of WCD from time to time.
- v) In case financial support is to be provided, process similar to providing sponsorship support shall be followed.
- vi) Children who are unable to get adopted or rehabilitated with biological extended families may be considered for Foster Care.
- vii) DCPO shall organise the introductory meeting between the child and prospective foster parents. The arrangement may be activated only if the child is willing to stay with foster parents/families.
- viii) The Foster Care arrangements shall be approved by the District Magistrate.
- ix) DCPU may facilitate Child's Health annual check-up from Government hospital/Chief Medical Officer of the district and place the same along with home and school enquiry report from a Social Worker or Outreach Worker of

- the DCPU, before the Sponsorship and Foster Care Approval Committee for review and extension of Foster Care assistance.
- x) The supervision of children and families shall be undertaken by the DCPU and shall include quarterly home and school visits.
  - xi) All Foster children of school going age shall regularly attend formal schooling unless under special instances of disability or illness of the child, which shall be verified by the DCPU.
  - xii) If at any point of time the child has to be institutionalized the Foster Care assistance shall be discontinued. Foster Care assistance will be suspended immediately, if the school going child is found to be irregular for more than 30 days in school attendance except in case of children with special needs.

### **Sponsorship & Foster Care Approval Committee (SFCAC)**

Every district shall have a Sponsorship and Foster Care Approval Committee to review and sanction sponsorship (for preventive settings only) and Foster Care fund. The composition of the Sponsorship and Foster Care Approval Committee SFCAC is given below:

<b>Sl. No.</b>	<b>Members</b>	<b>Designation</b>
1.	District Magistrate	Chairperson
2.	Chairperson/Member, Child Welfare Committee	Member
3.	Representative of Specialized Adoption Agency (SAA)	Member
4.	Representative of a Voluntary Organisation working in the area of Child Protection	Member
5.	District Child Protection Officer	Member Secretary
6.	Protection Officer (Non-Institutional Care)	Member

### **Roles and Responsibilities of Sponsorship and Foster Care Approval Committee (SFCAC):**

- i. Every district will have a Sponsorship and Foster Care Approval Committee (SFCAC) to implement and monitor the Sponsorship and Foster Care programme as provided under the Mission.
- ii. The Sponsorship and Foster Care Approval Committee will review each recommendation and approve cases of Sponsorship and Foster Care support in all cases found deserving by it. The deserving cases will then be referred to Child Welfare Committee for the final order for Sponsorship/Foster Care as the case may be.
- iii. A Sponsorship and Foster Care Approval Committee (SFCAC) will be responsible in each district to sanction sponsorship and Foster Care on receipt of final order from the CWC.
- iv. The SFCAC shall meet every month and function in a time bound manner. The decision upon a request shall be taken within three months from the date of the receipt of the application.
- v. An annual review will be conducted for each child under Sponsorship/Foster Care by the SFCAC to determine if the child is being well taken care of and has is well adjusted. On the basis of this review the approval for continued sponsorship support will be given.

- vi. The SFCAC will review if the DCPU has made adequate efforts for family strengthening through convergence with other Departments.
- vii. The SFCAC will review and recommend the termination of the family based sponsorship service.

### **Review of Sponsorship by SFCAC:**

SFCAC may review and recommend the termination of the family based sponsorship service in the following circumstances-

- i) When the child has achieved the age of 18 years.
- ii) When the family's economic position has improved and the family voluntarily relinquishes sponsorship support.
- iii) When the child has stopped going to school and/or Anganwadi (except in special instances of disability or illness of the child which shall be verified by DCPU), sponsorship assistance will be reviewed and suspended, if the school going child is found to be irregular for more than 30 days in school attendance.
- iv) Child has been once again placed in a CCI.
- v) In case child has medical problems and parents are unable to provide the necessary care.
- vi) In case both parents have become incapacitated or unfit to look after the child (in this case the sponsorship could transfer to a relative or other family-based care arrangement).
- vii) In case the child and family are unable to adjust (if the child has been released from a CCI) even after being with each other for at least three months.

The Protection Officer (Non-Institutional Care) should place before the SFCAC the current situation of the child and family and reasons for possible termination of the service and seek its advice for further action on behalf of the child.

If the SFCAC decides to terminate the sponsorship, it may recommend alternate care and rehabilitation measures for the child, if required. This may include an alternative placement whichever is in the best interest of the child. This recommendation will be placed before the CWC. The CWC will then cancel or discontinue the sponsorship and close the case file of the child. In such a case the Protection Officer (NIC) would approach the CWC for suitable placement of the child.

### **4.3 After Care:**

The Juvenile Justice (Care and Protection of Children) Act, 2015, provides for After Care of Children living under the Institutional care vide Section 2(5) and section 46 which mandates that *"Any child leaving a child care institution on completion of eighteen years of age may be provided with financial support in order to facilitate child's re-integration into the mainstream of the society in the manner as may be prescribed"*.

After Care is meant for all young persons, who during their childhood have grown up in any form of Alternative Care such as children's Homes, Observation



Homes, etc., or fit facilities and had to leave them upon attaining 18 years of age. This transition for a young person leaving the childcare setting and moving to independent living throws up various challenges as well as offers opportunities as they go through these situational and emotional changes. This transition period is a delicate period because if young persons' remain unsupported during this time, opportunities available to them may be lost.

The State Government shall prepare a programme for children who have to leave Child Care Institutions on attaining eighteen years of age by providing for their education, giving them employable skills and placement, industry apprenticeship, loan support for starting business as well as providing them places for stay to facilitate their re-integration into the mainstream of society. Such plan may be preferably made when the child attains 16 years of age and implemented once she/he becomes 18 years of age.

#### **4.3.1 Criteria for receiving After Care**

Each young person who has turned 18 years of age and who has been cared and protected in any formal or informal form of alternative care as a child (i.e., under the age of 18); such care being either child in need of care and protection as well as to children in conflict with law and is in further need of close support shall be provided with close and continued long term After Care services and facilities in the manner laid down in these guidelines.

#### **4.3.2 Duration of After Care**

After Care support shall be provided to young person after completion of 18 years onwards for a maximum of three years (till 21 years of age) and may be extended till 23 years of age (in exceptional cases) or till the young person is mainstreamed into the society, whichever is earlier.

#### **4.3.3 Financial Norms**

Financial support of Rs. 4,000/- per month per child shall be provided to Child Care Institutions/organizations/individuals interested in providing After Care to fully implement the Individual After Care Plan (IAP) for meeting the basic needs including food, clothing, health care and shelter; age appropriate and need based education and vocational training, stipend, and any other requirements of the young person. The main focus of After Care shall be to help the young persons' gain skills for increasing their employability and enable them to adapt to life in the society.

The State Government may provide additional financial support to such young persons in addition to the central support through convergence of various schemes for the youth. Some of the relevant ministries/departments are those pertaining to housing, higher education, skills development, sports, youth affairs, social justice, tribal development, department of financial services, department of industries, etc.

## 5. CONVERGENCE

### 5.1 Convergence Strategy

Mission Vatsalya aims to pursue convergence strategy efficiently and effectively through schemes and efforts to realize desired outcomes of child welfare and protection. An illustrative convergence matrix is as under.

#### CONVERGENCE MATRIX

##### (A) Intra Ministry Convergence

Sl. No.	Scheme	Convergent activities
1.	Mission Saksham	<ul style="list-style-type: none"> <li>To harness the strength of Anganwadi Services for ground level outreach and connect</li> <li>Collection of baseline data regarding Children in need of Care and Protection including orphan children and children with single parent</li> </ul>
2.	Mission Shakti	<ul style="list-style-type: none"> <li>For advocacy regarding gender sensitization under Beti Bachao Beti Padhao/ Sambal</li> <li>Linkages with Shakti Sadan and Working Women Hostels for smooth transition of girls leaving Child care Institutions (CCIs) after 18 years of age</li> <li>For supporting /rehabilitating young girls (below 18 years) in need of care and protection under Institutional/non institutional care</li> </ul>
3.	CARA	<ul style="list-style-type: none"> <li>Facilitation of adoption through awareness, advocacy and support to SARAs</li> </ul>

##### (B) Inter Ministry Convergence

Sl. No.	Scheme/Ministry	Convergent activities	Convergent Action
1.	Ministry of Social Justice and Empowerment, D/o Social Justice and Empowerment	<ul style="list-style-type: none"> <li>Provision of de-addiction intervention available under Drug de-addiction scheme, in CCIs funded under Mission Vatsalya</li> <li>Including Orphan abandoned or surrendered children under scholarship scheme</li> </ul>	<ul style="list-style-type: none"> <li>To roll out the drug de-addiction activity in the CCIs concerned</li> <li>Inclusion of orphan, abandoned, or surrendered children under scholarship scheme.</li> <li>Online Monthly report to be submitted alongwith physical quarterly</li> </ul>

			reports
2.	Department of Empowerment of Persons with Disabilities, Ministry of Social Justice & Empowerment	Convergence of support under Deendayal disabled rehabilitation Scheme within Child Care Institutes funded under Mission Vatsalya for disabled children	<ul style="list-style-type: none"> <li>• Extending benefits of the Deendayal disabled rehabilitation Scheme to the children in CCIs</li> <li>• Online Monthly report to be submitted along with physical quarterly reports</li> </ul>
3.	Ministry of Skill Development and Entrepreneurship	Vocational training of children living in Child Care Institutes/non-institutional care under PM Kushal Vikas Yojna & other schemes	Integrate Skill Development to children in CCIs & in non-institutional care by giving them orientation, information and registering them for skill development courses. Online Monthly report to be submitted along with physical quarterly reports
4.	Department of School Education and Literacy, Ministry of Education	Education of children living in CCIs under Samagra Shiksha Abhiyan	Ensure Enrolment of children living in CCIs in schools. Online Monthly report to be submitted along with physical quarterly reports
5.	Ministry of Health and Family Welfare (Child Health Division)	<ul style="list-style-type: none"> <li>• Health coverage to children under Ayushman Bharat</li> <li>• Convergence with Rashtriya Kishore Swasthya Abhiyan for awareness generation and interventions for children in Child Care Institutes</li> <li>• Coordination with premier Institutions for Mental health interventions</li> </ul>	<ul style="list-style-type: none"> <li>• To provide AB PM-JAY Card to each child to provide health insurance coverage up to Rs.5 Lakhs.</li> <li>• Services of Medical Officer (Physician) in CCIs as per JJ Rules including Individual Care Plan and Paediatrics services</li> <li>• Administer vaccination to all children of CCIs</li> <li>• Hold regular RKSK health check-ups and counselling for children in CCIs</li> <li>• Online Monthly report to be submitted along with physical quarterly reports</li> </ul>

6.	Ministry of Corporate Affairs	Incorporating “investment for child welfare” under CSR guidelines	To promote CSR activities in CCIs along with strengthening non-Institutional care
7.	Ministry of Statistics and Programme implementation	Survey for vulnerability assessment	Conducting National Child Survey in collaboration with MWCD
8.	Ministry of Home Affairs	<ul style="list-style-type: none"> <li>• Prevention and protection of children from violence and abuse</li> <li>• Collaboration for restoration of children across States</li> <li>• Information convergence for tracking missing children</li> </ul>	<ul style="list-style-type: none"> <li>• Training and capacity building of Special Juvenile Police Units</li> <li>• Integration of Childline Services with MHA 112 ERSS</li> <li>• Improved convergence and coordination for tracking missing children.</li> </ul>
9.	Ministry of External Affairs	<ul style="list-style-type: none"> <li>• Collaboration for restoration of children across international borders</li> </ul>	<ul style="list-style-type: none"> <li>• Standard Operating Procedures to be followed for repatriation and restoration of children across international borders</li> </ul>
10.	Department of Justice, Ministry of Law and Justice	<ul style="list-style-type: none"> <li>• Establishing Fast track Courts and</li> <li>• Ensuring adequate human resources in Courts for early disposal of cases</li> </ul>	Quarterly physical reports to be shared with MWCD.
11.	Ministry of AYUSH	<ul style="list-style-type: none"> <li>• Collaboration for inculcating healthy lifestyle practices in children living in Child Care Institutes or under non-Institutional care</li> <li>• Linkage of Child Care Institutes with Ayush Centres for nutrition supplements</li> </ul>	<ul style="list-style-type: none"> <li>• Develop calendar of activities to be conducted in CCIs to link Ayush Centres for overall wellbeing.</li> <li>• Regular Quarterly physical reports to be submitted.</li> </ul>
12.	Ministry of Electronics & Information Technology	<ul style="list-style-type: none"> <li>• For extending digital literacy in Child Care Institutes through MeitY’s schemes</li> <li>• To develop and</li> </ul>	<ul style="list-style-type: none"> <li>• Develop calendar of activities to be conducted in CCIs for digital literacy.</li> <li>• Regular Quarterly</li> </ul>

		maintain Child portal	physical reports to be submitted.
13.	Ministry of Panchayati Raj	<ul style="list-style-type: none"> <li>Develop Gram Panchayats to become Child-Friendly Panchayats to enable the exercise of child rights</li> </ul>	<ul style="list-style-type: none"> <li>Organise Bal Panchayat.</li> <li>Allot budget to facilitate Child Welfare and Protection Committees</li> </ul>
14.	Ministry of Labour & Employment	<ul style="list-style-type: none"> <li>Under NCLP Scheme, the child labourers rescued from work, are produced before the Child Welfare Committee of Ministry of Women and Child Development.</li> </ul>	<ul style="list-style-type: none"> <li>SOP may be developed to mitigate child labour incidences and to rehabilitate child labourers as per National Child Labour Project Scheme to be merged with Samagra Shiksha Abhiyan of M/o Education</li> </ul>
15.	Bureau of Police Research and Development (BPR&D), Ministry of Home Affairs	<ul style="list-style-type: none"> <li>Capacity building of Duty bearers</li> </ul>	<ul style="list-style-type: none"> <li>Training Calendar to be developed by BPR&amp;D and training to be imparted to functionaries of Mission Vatsalya in collaboration with NIPCCD</li> <li>Regular Quarterly physical reports to be submitted.</li> </ul>
16.	National Legal Services Authority (NALSA), Ministry of Law	<ul style="list-style-type: none"> <li>Capacity building of Duty bearers</li> </ul>	<ul style="list-style-type: none"> <li>Training Calendar to be developed by NALSA/ SLSA/ DLSA and training to be imparted to functionaries of Mission Vatsalya</li> <li>Regular Quarterly physical progress reports to be submitted.</li> </ul>

**(C) Convergence with States/ UTs**

Sl. No.	State	Activity
1	Department of WCD or Department of SJE	<ul style="list-style-type: none"> <li>Implementation of Scheme as per guidelines</li> <li>Securing convergence with other departments</li> </ul>
2	State Police	To ensure prevention and protection from violence against children
3	State Finance	Preparation of Child Budget

**(D) Convergence with Corporate Organisations**

<b>Sl. No.</b>	<b>Agency</b>	<b>Activity</b>
1.	Private Organisations	<ul style="list-style-type: none"> <li>• Sponsoring Infrastructure support</li> <li>• Giving apprenticeship opportunities to children after 18 years</li> <li>• Campus placement activities in Child Care Institutes</li> <li>• Sponsoring higher education</li> <li>• Supporting After Care Homes</li> </ul>
2.	Public Sector Organisations	<ul style="list-style-type: none"> <li>• Internship opportunities</li> <li>• Scholarships for higher education</li> </ul>

**5.2 Capacity Building of Stakeholders**

Collaboration with the National Institute of Public Cooperation and Child Development (NIPCCD), National Institute of Mental Health and Neurosciences (NIMHANS), Lal Bahadur Shastri National Academy of Administration (LBSNAA), Bureau of Police Research and Development (BPR&D), National Legal Services Authority (NALSA) and other premier national and State training Academies for capacity building of multiple stakeholders for strengthening implementation of the Juvenile Justice Act in India. Additionally, citizen sensitization will also be an important component of the Mission to promote community ownership and ensure sustainable implementation of the Mission.

## 6. OTHER INITIATIVES

A series of new initiatives have been undertaken to complement the existing system for child welfare and child protection in the country. Approximately 2% of the total cost has been provided to take up essential activities such as SAMVAD, Grading of CCIs, National Resources Centre at NIPCCD, Child Survey, Child Index, Capacity Building exercises etc. An illustrative list of activities proposed to be undertaken by the Ministry, is mentioned below :

- (i) **SAMVAD:** The Ministry has launched Support, Advocacy and Mental health Interventions for children in Vulnerable circumstances And Distress (SAMVAD) centre under a project in collaboration with NIMHANS. Mental health of all children, especially those in distress conditions is a major concern. Not only children, but their care givers also need counselling support during the course of engagement with these children. It is proposed to facilitate counselling through engagement with apex medical health institutions in the country for building capacities in psycho-social counselling care which is necessary for both children as well as care givers. Mission Vatsalya aims to further expand the initiative by engaging with other suitable Institutions and leveraging the experience / learning's from SAMVAD and replicating similar Centres in other parts of the Country.
- (ii) **Grading of Child Care Institutions:** The State governments shall take up exercise to grade each Child Care Institution (CCI) at fixed intervals. The grading shall be done based on Infrastructure, quality of services, wellbeing of children especially in terms of health and education, restoration and rehabilitation of children, inter alia. The grading of CCIs including designing of parameters and indicators will be carried out in consultation with National Institute of Child Development and Public Cooperation (NIPCCD).
- (iii) **Supporting National Child Resource Centre at National Institute of Public cooperation and Child development;** The National Child Resource Centre within NIPCCD (Headquarters) will be strengthened for complimenting the Mission by way of providing technical inputs and facilitating academic research on issues concerning children. The purpose of Resource Centre will be to create a knowledge hub to provide technical guidance to various stakeholders under child protection system to strengthen child protection services and child welfare services.
- (iv) **Conducting a National Child Survey and development of Child Index** in collaboration with Ministry of Statistics and Programme Implementation (MoSPI); The National Child Index and Child Survey are proposed to be designed and implemented in convergence with Ministry of Statistics and Programme Implementation (MoSPI). It is necessary to map the needs of children through a periodic Child survey, so as to ensure suitable response in terms of policy, programmes or projects. With the help of the Child Index,

performance of various Districts, States and UTs will be evaluated and specific needs/areas will be identified for designing targeted interventions.

- (v) **Child Protection Awards:** Child Protection Awards are proposed to recognize the dedication and hard work of staff working across all areas of the child protection programs in States/UT's, by acknowledging their work, commitment and excellence and leadership of the highest standard. The Awards shall be given based on the recommendation of the State Government and UTs.
- (vi) **Research and documentation:** All States/UTs will carry out need-based research and documentation activities at their level in order to analyse the ground level situation affecting the welfare and protection of children and applying possible solutions.
- (vii) **Publication of Newsletters:** The Ministry along with all States and UT Governments would publish newsletters bi-annually highlighting their achievements and best practices in the field of child welfare and child protection. These newsletters should emphasize the efforts that any State/UT government may have taken for convergence of the scheme with other important stakeholders. The purpose of these newsletters will be to raise public awareness about child rights, welfare and steps being undertaken by the government to ensure well-being of the child at every stage by involving community at all levels. States/ UT Governments should upload the Newsletters on the portal.
- (viii) **Engaging Volunteers:** To encourage public participation, develop synergy in efforts, promote collaborations with academic institutions/Universities from internships, exchange programmes under the Mission for fostering linkages and utilize the resources available for success of the mission, the civil society, people's groups and various volunteering organizations can be encouraged to participate in under Mission Vatsalya in a systematic and planned manner. The organizations under any Government initiative like Bharat Scout and Guide, NSS Volunteers, Nehru Yuva Kendras etc., or the NGOs, Self-Help Groups etc., which are already working for the similar objectives, may be identified.
- (ix) **Child Budgeting:** Mission Vatsalya takes cognizance of the fact that a large number of schemes are being implemented for people, irrespective of age or gender. However, since the facilities or services are created with an adult perspective, they are often unable to complement the need of children. For example, the drinking water taps in public places are mostly at a height not suitable for children. As a result, a considerable number of young beneficiaries are unintentionally deprived of the services. It is necessary to have a child sensitive orientation while building public facilities or providing common services. Under Mission Vatsalya, all the Ministries, departments and States shall be pursued to adequately invest for children under their schemes and maintain a child sensitive disposition while designing the programmes.



# **ANNEXURES**

## SCHEME FUNDING PATTERN

Mission Vatsalya is a centrally sponsored program and shall be implemented through the State Governments or UT Administrations with bulk financial assistance from the Central Government. The scheme will be implemented with the following cost sharing ratios between Centre: States:

<b>Cost Sharing Ratio for Various Components</b>				
<b>S. No.</b>	<b>Components</b>	<b>States/UTs</b>	<b>Central Share</b>	<b>State Share</b>
1	SCPS, DCPU, SARA, CWC, JJB, Children Home, Observation Home, Special Home, SAA and Open Shelter run by State/UT Government	Andhra Pradesh, Bihar, Chhattisgarh, Goa, Gujarat, Haryana, Jharkhand, Karnataka, Kerala, Madhya Pradesh, Maharashtra, Orissa, Punjab, Rajasthan, Tamil Nadu, Telangana, Uttar Pradesh, West Bengal and UT with Legislature (Delhi & Puducherry)	60%	40%
	All CCIs (Children Home, Observation Home, Special Home, SAA and Open Shelter) run by NGO			
2	SCPS, DCPU, SARA, CWC, JJB, Children Home, Observation Home, Special Home, SAA and Open Shelter run by State/UT Government	Arunachal Pradesh, Assam, Himachal Pradesh, Jammu & Kashmir, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura and Uttarakhand	90%	10%
	All CCIs (Children Home, Observation Home, Special Home, SAA and Open Shelter) run by NGO			
3	SCPS, DCPU, SARA, CWC, JJB, Children Home, Observation Home, Special Home, SAA and Open Shelter run by State/UT Government	UT without Legislature (Andaman & Nicobar Islands, Chandigarh, Dadra & Nagar Haveli and Daman & Diu, Lakshadweep and Ladakh)	100%	
	All CCIs (Children Home, Observation Home, Special Home, SAA and Open Shelter) run by NGO			

## **ANNEXURE - I**

### **Financial support for the Central Project Monitoring Unit (CPMU)**

S. No.	Item of Expenditure	Amount (in Rs.)
<b>(A) Non-recurring Expenditure (once in five year)</b>		
1	Furniture and other office equipment (tables, chairs, computer tables, air conditioner, cupboards, photocopier machine etc.)	50,00,000
2	Computers/Laptops with UPS (including cost of software license) and Printers cum Scanners	
	<b>Total</b>	<b>50,00,000</b>

#### **Recurring Expenditure (per annum)**

<b>(B) Staff under CPMU</b>		<b>Amount (in Rs.)</b>
1	Remuneration of Contractual Staff	<b>85,20,000</b>
	<b>Total</b>	<b>85,20,000</b>

Annual raise in remuneration @ 3% (on cumulative basis) based on satisfactory performance from FY 2023-24 to FY 2025-26

<b>(C) Administrative Expenses</b>		<b>Amount (in Rs.)</b>
1	Travel Allowance	15,00,000
2	<b>Administrative Expenses</b> including Rent, taxi and staff consultant hiring, Training and capacity building, advocacy and awareness generation, Regional Consultations and Contingencies including meetings, hiring of vehicles etc.	1,00,00,000
3	Management of Web Portal	1,00,00,000
4	Foreign Travel, Study tours and exposure to best practices abroad	50,00,000
	<b>Total</b>	<b>2,65,00,000</b>
<b>Total Recurring Cost (B+C)</b>		<b>3,50,20,000</b>
<b>Grand Total (A + B + C) Non-recurring + Recurring grant</b>		<b>4,00,20,000</b>

## **STATE ANNEXURES- II**

### **A. Roles and Responsibilities of Duty holders in SCPS**

#### **1) Program Manager**

- i) To coordinate and supervise programs and services for children in need of care and protection and children in conflict with law at State levels, with the help of Program Officer and the District Child Protection Units.
- ii) To facilitate, coordinate and supervise training and capacity building of staff engaged under the Mission at State or District levels as well as staff of allied systems (including police, judiciary, concerned government departments, voluntary organisation and general public).
- iii) To liaison with National Institute of Public Cooperation and Child Development (NIPCCD), its regional centres and other training institutions of the central/state governments for the purpose of training and capacity building at the state and District level.
- iv) To assist in framing the state media communication plan and ensure designing of IEC material regarding Child rights and protection issues suitable to State specific socio-cultural milieu, in the local language while maintaining the core principles of child rights, legal and policy mandate.
- v) To coordinate all awareness generation activities on child protection issues to change social attitudes and traditional practices like child labour, child begging, child marriage, female foeticide, discrimination against girl child etc., at State and district levels with the support of Program Officer and the District Child Protection Units.
- vi) To facilitate and support the functioning of statutory bodies under the Juvenile Justice Act viz., Child Welfare Committees, Juvenile Justice Boards, SJPU, State Advisory Board etc.
- vii) To ensure supervision and monitoring all the institutions/agencies housing children in the State.
- viii) To provide all necessary support to the State Mission Director, in releasing funds for implementing programs and services for children in need of care and protection and children in conflict with law at State level.
- ix) Any other task assigned by the State Mission Director for attaining the objectives of the Mission.

#### **2) Program Officer**

- i) To function under the overall supervision of the Program Manager and shall assist him in coordination with all child protection activities pertaining to children in need of care and protection including children in conflict with law by the State Child Protection Society (SCPS).
- ii) To assist Programme Manager in planning, coordination and implementation of all training and capacity building Programs, IEC & advocacy activities at State and District levels.
- iii) To coordinate with the entire District for implementing, supervising and monitoring all activities pertaining to children in need of care and protection at

State and District levels.

- iv) Any other task assigned by the Programme Manager for attaining the objectives of the Mission.

State Child Protection Society (SCPS) may utilize the services of Legal-cum-Probation Officers of DCPUs for assistance on legal matters and other related issues at State level.

## **B. Roles and Responsibilities of Duty holders in SARA**

### **1) Program Manager**

- i) To coordinate and supervise policy and standard operating protocols for implementation of the adoption programs at the State level as given in the Adoption Regulations.
- ii) To facilitate District Child Protection Units, Child Welfare Committees, and SAAs in terms of technical advice related to adoption and non-institutional care.
- iii) To ensure delivery of the responsibilities envisaged for the State Adoption Resource Agency.
- iv) To liaison with National Institute of Public Cooperation and Child Development (NIPCCD), NIMHANS and other training institutions of the central/state governments for the purpose of training and capacity building at the state and district level.
- v) To facilitate and support the functioning of statutory bodies under the Juvenile Justice (Care and Protection of Children) Act, 2015 viz., Child Welfare Committees, Juvenile Justice Boards, SJPU, etc.
- vi) To provide all necessary support for release of funds for adoption programs and services for children in need of care and protection.
- vii) To develop and disseminate IEC materials, for Advocacy and awareness for promoting adoptions in the State;

### **2) Program Officer**

- i) To work under the overall supervision of the Program Manager for encouraging and facilitating adoption as per the Adoption Regulations.
- ii) To assist in supervision and monitoring of all the adoption programs for children in need of care and protection in the state.
- iii) To coordinate with the entire District for implementing, supervising and monitoring all activities pertaining to adoption of children in need of care and protection at State and District levels.
- iv) Any other task assigned by the Programme Manager for attaining the objectives of the Mission.

## **C. Selection Process of Staff under SCPS and SARA**

- i) State level staff shall be engaged by a Selection Committee constituted by the State Mission Director for the Mission for engaging the technical and support staff of the SCPS and State Adoption Resource Agency (SARA).

- ii) All the manpower to be engaged under Mission Vatsalya will be on the basis of prescribed qualification and experiences.
- iii) Background verification of Staff by Police is mandatory prior to their appointment, to ensure credibility and accountability of Staff.
- iv) All manpower engaged under the SCPS and SARA shall maintain confidentiality of all records failing which suitable action may be taken.
- v) Suitable and capable staff may be appointed under the scheme for the full period of the Mission up to Financial Year 2025-26 subject to annual performance review.
- vi) The performance criteria for extension may include health, education & wellbeing, restoration and rehabilitation parameters regarding children under their supervision, among other things.
- vii) State Child Welfare and Protection Committee may rationalize the existing manpower in the implementing agencies for optimum utilization of resources as per the number of blocks, case load and inter-district transfers on need basis to address administrative exigencies.
- viii) States/UTs may provide additional financial support to existing manpower in the implementing agencies from their own resources and as per need.
- ix) There is a provision of 3% annual rise in remuneration (on cumulative basis) in the consolidated remuneration of Officers/Staff working under SCPS and SARA on the basis of satisfactory performance which will be applicable from FY 2023-24 till FY 2025-26.

#### **D. Indicative Qualification of Staff of SCPS and SARA under Mission Vatsalya**

S. No.	Positions	Eligibility Criteria
1	<b>Programme Manager (SCPS)</b>	<p>Post Graduate degree in Social Work /Sociology/ Child Development/Human Rights Public Administration/ Psychology/ Psychiatry/ Law/ Public Health / Community Resource Management from a recognized University</p> <p>3 Years of experience in project formulation/ implementation, monitoring and supervision in the preferably in the field of Women &amp; Child Development / Social Welfare.</p> <p>Proficiency in Computers.</p>
2	<b>Programme Manager (SARA)</b>	<p>Post Graduate degree in Social Work /Sociology/ Child Development/Human Rights Public Administration/ Psychology/ Psychiatry/ Law/ Public Health / Community Resource Management from a recognized University</p> <p>3 Years of experience in project formulation/ implementation, monitoring and supervision in the preferably in the field of Women &amp; Child Development / Social Welfare.</p> <p>Proficiency in Computers.</p>
3	<b>Programme</b>	Post Graduate degree in Social Work /Sociology/ Child Development/Human Rights Public Administration/

	<b>Officer (SCPS)</b>	Psychology/ Psychiatry/ Law/ Public Health / Community Resource Management from a recognized University  <b>OR</b> Graduate in Social Work /Sociology/ Child Development/ Human Rights Public Administration/ Psychology/ Psychiatry/ Law/ Public Health / Community Resource Management from a recognized University with 2 years' experience in project formulation/ implementation, monitoring and supervision in the preferably in the field of Women & Child Development / Social Welfare  Proficiency in Computers.
<b>4</b>	<b>Assistant cum Data Entry Operator (SCPS)</b>	12 <sup>th</sup> pass from a recognized Board/ Equivalent Board with Diploma / Certificate in Computers.  At least 1 year experience of working with Govt./NGO-Government Organization.

## **E. Financial Support for SCPS**

### **i) Financial Support for State Child Protection Society (SCPS) for States up to 5 districts:**

<b>S. No.</b>	<b>Item of Expenditure</b>	<b>Amount (in Rs.)</b>
<b>(A) Non-recurring Expenditure (once in five years)</b>		
1	Furniture and other office equipments (tables, chairs, computer tables, air conditioner, cupboards, photocopier-cum-scanner machine etc.)	3,00,000
2	Four Computers/Laptops with UPS & Web Cam (including cost of software license) and office with Printers cum Scanners	1,50,000
	<b>Total</b>	<b>4,50,000</b>

### **Recurring Expenditure (per annum)**

<b>(B) Staff Remuneration</b>		<b>Amount(in Rs.)</b>
1	One Program Manager @ Rs.46,340/- per month	5,56,080
2	One Accountants Officer @ Rs.23,170/- per month	2,78,040
3	Two Assistants cum Data Entry Operator @ Rs.13,240/- per month	3,17,760
	<b>Total</b>	<b>11,51,880</b>

**Annual rise in remuneration @ 3% (on cumulative basis) based on satisfactory performance from FY 2023-24 to FY 2025-26**

<b>(C) Administrative Expenses</b>		<b>Amount(in Rs.)</b>
1	Administrative Expenses (water, electricity, postage, stationary, telephone with STD, photocopy), Travel& Daily Allowance for SCPS staff, Rent for Office Premises, Contingency Fund including internet connection, hiring of	6,00,000

	vehicle, watch man etc.	
2	Training Fund for organizing programs at block, district & state level for different categories of functionaries, Research and Documentation, Awareness generation through IEC and media campaign including printing and dissemination of IEC materials	7,00,000
3	General Grant-in-aid for supporting Innovative Projects and issues not covered under regular program components of the Mission Vatsalya, Situation analysis and mapping of districts, resource mapping & preparation of resource directory etc.	15,00,000
	<b>Total</b>	<b>28,00,000</b>
<b>Total Recurring Cost (B+C)</b>		<b>39,51,880</b>
<b>Grand Total (A + B + C) Non-recurring + Recurring grant</b>		<b>44,01,880</b>

ii) Financial Support to SCPS for States with 6 to 20 districts:

S. No.	Item of Expenditure	Amount (in Rs.)
<b>(A) Non-recurring Expenditure (once in five years)</b>		
1	Furniture and other office equipment (tables, chairs, computer tables, air conditioner, cupboards, photocopier-cum-scanner machine etc.)	5,00,000
2	Seven Computers/ Laptops with UPS & Web Cam (including cost of software license) and with Printers cum Scanners	3,15,000
	<b>Total</b>	<b>8,15,000</b>

**Recurring Expenditure (per annum)**

<b>(B) Staff Remuneration</b>		<b>Amount (in Rs.)</b>
1	One Program Managers @ Rs.46,340/- per month	5,56,080
2	Two Program Officers @ Rs.34,755/- per month	8,34,120
3	One Accountants Officer @ Rs.23,170/- per month	2,78,040
4	One Accountant @ Rs.18,536/- per month	2,22,432
5	Two Assistants cum Data Entry Operator @ Rs.13,240/- per month	3,17,760
	<b>Total</b>	<b>22,08,432</b>

Annual rise in remuneration @ 3% (on cumulative basis) based on satisfactory performance from FY 2023-24 to FY 2025-26

<b>(C) Administrative Expenses</b>		<b>Amount (in Rs.)</b>
1	Administrative Expenses (water, electricity, postage, stationary, telephone with STD, photocopy), Travel & Daily Allowance for SCPS staff, Rent for Office Premises, Contingency Fund including internet connection, hiring of vehicle, watch man etc.	16,40,000
2	Training Fund for organizing programs at block, district & State levels for different categories of functionaries, Research and Documentation, Awareness generation through IEC and media campaign including printing and	25,00,000



	dissemination of IEC materials	
3	General Grant-in-aid for supporting innovative projects and issues not covered under regular program components of the Mission Vatsalya, Situation analysis and mapping of districts, resource mapping & preparation of resource directory etc.	30,00,000
	<b>Total</b>	<b>71,40,000</b>
<b>Total Recurring Cost (B + C)</b>		<b>93,48,432</b>
<b>Grand Total (A + B + C) Non-recurring + Recurring grant</b>		<b>1,01,63,432</b>

iii) **Financial Support to SCPS for States more than 20 districts:**

S. No.	Item of Expenditure	Amount (in Rs.)
<b>(A) Non-recurring Expenditure (once in five years)</b>		
1	Furniture and other office equipment (tables, chairs, computer tables, air conditioner, cupboards, photocopier-cum-scanner machine etc.)	6,00,000
2	Computers/Laptops with UPS & Web Cam (including cost of software license) and with Printers cum Scanners	5,85,000
	<b>Total</b>	<b>11,85,000</b>

**Recurring Expenditure (per annum)**

<b>(B) Staff Remuneration</b>		<b>Amount (in Rs.)</b>
1	Two Program Managers @ Rs.46,340/- per month	11,12,160
2	Four Program Officers @ Rs.34,755/- per month	16,68,240
3	One Accountants Officer @ Rs.23,170/- per month	2,78,040
4	One Accountant @ Rs.18,536/- per month	2,22,432
5	Four Assistants cum Data Entry Operator @ Rs.13,240/- per month	6,35,520
6	One Accounts Assistant @ Rs.13,240/- per month	1,58,880
	<b>Total</b>	<b>40,75,272</b>

**Annual rise in remuneration @ 3% (on cumulative basis) based on satisfactory performance from FY 2023-24 to FY 2025-26**

<b>(C) Administrative Expenses</b>		<b>Amount (in Rs.)</b>
1	Administrative Expenses (water, electricity, postage, stationary, telephone with STD, photocopy), Travel & Daily Allowance for SCPS staff, Rent for Office Premises, Contingency Fund (including internet connection, hiring of vehicle, watchmen etc.)	28,50,000
2	Training Fund for organizing programs at block, district & State levels for different categories of functionaries, Research and Documentation, Awareness generation through IEC and media campaign including printing and dissemination of IEC materials	47,50,000
3	General Grant-in-aid for supporting innovative projects and issues not covered under regular program components of the Mission Vatsalya, Situation analysis and mapping of	50,00,000

	districts, resource mapping & preparation of resource directory etc.	
	<b>Total</b>	<b>1,26,00,000</b>
<b>Total Recurring Cost (B + C)</b>		<b>1,66,75,272</b>
<b>Grand Total (A + B + C) Non-recurring + Recurring grant</b>		<b>1,78,60,272</b>

## F. Financial Implication for SARA

i) **Financial Support to State Adoption Resource Agency (SARA) for States up to 5 districts:**

S. No.	Item of Expenditure	Amount (in Rs.)
<b>(A) Non-recurring Expenditure (once in five years)</b>		
1	Furniture and other office equipment (tables, chairs, computer tables, air conditioner, cupboards, photocopier-cum-scanner machine etc.)	2,00,000
2	Three Computers/Laptops with UPS & Web Cam (including cost of software license) and with Printers cum Scanners	1,35,000
	<b>Total</b>	<b>3,35,000</b>

### Recurring Expenditure (per annum)

<b>(B) Staff Remuneration</b>		<b>Amount (in Rs.)</b>
1	One Program Manager @ Rs.46,340/- per month	5,56,080
2	One Program Officer @ Rs.34,755/- per month	4,17,060
3	One Program Assistant @ Rs.13,240/- per month	1,58,880
	<b>Total</b>	<b>11,32,020</b>

Annual rise in remuneration @ 3% (on cumulative basis) based on satisfactory performance from FY 2023-24 to FY 2025-26

<b>(C) Administrative Expenses</b>		<b>Amount (in Rs.)</b>
1	Administrative Expenses (water, electricity, postage, stationary, telephone with STD, photocopy), Travel & Daily Allowance for SARA staff, Contingency Fund (including internet connection, hiring of vehicle, watchmen etc.)	2,00,000
2	Awareness generation through IEC and media campaign including printing and dissemination of IEC materials	1,50,000
	<b>Total</b>	<b>3,50,000</b>
<b>Total Recurring Cost (B + C)</b>		<b>14,82,020</b>
<b>Grand Total (A + B + C) Non-recurring + Recurring grant</b>		<b>18,17,020</b>

## ii) Financial Support to SARA for States with 6 to 20 districts:

S. No.	Item of Expenditure	Amount (in Rs.)
<b>(A) Non-recurring Expenditure (once in five years)</b>		
1	Furniture and other office equipment (tables, chairs, computer tables, air conditioner, cupboards, photocopier-cum-scanner machine etc.)	2,00,000
2	Three Computers/Laptops with UPS & Web Cam (including cost of software license) and with Printers cum Scanners	1,35,000
	<b>Total</b>	<b>3,35,000</b>

## Recurring Expenditure (per annum)

<b>(B) Staff Remuneration</b>		<b>Amount (in Rs.)</b>
1	One Program Manager @ Rs.46,340/- per month	5,56,080
2	*One Program Officer @ Rs.34,755/- per month	4,17,060
3	One Program Assistant @ Rs.13,240/- per month	1,58,880
	<b>Total</b>	<b>11,32,020</b>

Annual rise in remuneration @ 3% (on cumulative basis) based on satisfactory performance from FY 2023-24 to FY 2025-26

*\*Number of Program Officers can be increased to a maximum of two on the basis of geographical spread and population of the State/UT*

<b>(C) Administrative Expenses</b>		<b>Amount (in Rs.)</b>
1	Administrative Expenses (water, electricity, postage, stationary, telephone with STD, photocopy), Travel & Daily Allowance for SARA staff, Contingency Fund (including internet connection, hiring of vehicle, watchmen etc.)	4,00,000
2	Awareness generation through IEC and media campaign including printing and dissemination of IEC materials	3,00,000
	<b>Total</b>	<b>7,00,000</b>
<b>Total Recurring Cost (B + C)</b>		<b>18,32,020</b>
<b>Grand Total (A + B + C) Non-recurring + Recurring grant</b>		<b>21,67,020</b>

## iii) Financial Support to SARA for States more than 20 districts:

S. No.	Item of Expenditure	Amount(in Rs.)
<b>(A) Non-recurring Expenditure (once in five years)</b>		
1	Furniture and other office equipment (tables, chairs, computer tables, air conditioner, cupboards, photocopier-cum-scanner machine etc.)	2,00,000
2	Three Computers/Laptops with UPS & Web Cam (including cost of software license)and with Printers cum Scanners	1,35,000
	<b>Total</b>	<b>3,35,000</b>

**Recurring Expenditure (per annum)**

<b>(B) Staff Remuneration</b>		<b>Amount(in Rs.)</b>
1	One Program Manager @ Rs.46,340/- per month	5,56,080
2	*One Program Officer @ Rs.34,755/- per month	4,17,060
3	One Program Assistant @ Rs.13,240/- per month	1,58,880
	<b>Total</b>	<b>11,32,020</b>

Annual rise in remuneration @ 3% (on cumulative basis) based on satisfactory performance from FY 2023-24 to FY 2025-26

*\*Number of Program Officers can be increased to a maximum of two on the basis of geographical spread and population of the State/UT.*

<b>(C) Administrative Expenses</b>		<b>Amount (in Rs.)</b>
1	Administrative Expenses (water, electricity, postage, stationary, telephone with STD, photocopy, Travel & Daily Allowance for SARA staff, Contingency Fund (including internet connection, hiring of vehicle, watchmen etc.)	6,00,000
2	Awareness generation through IEC and media campaign including printing and dissemination of IEC materials	5,00,000
	<b>Total</b>	<b>11,00,000</b>
<b>Total Recurring Cost (B + C)</b>		<b>22,32,020</b>
<b>Grand Total (A + B + C) Non-recurring + Recurring grant</b>		<b>25,67,020</b>

## **DISTRICT ANNEXURES - III**

### **A. Roles and Responsibilities of Duty holder in DCPU**

#### **1) Protection Officer (Institutional Care)**

Under the supervision of the DCPO, the Protection Officer (Institutional Care) shall ensure effective implementation of child protection programs and policies relating to children in need of care and protection at the district and local levels. He/she shall be responsible for ensuring effective institutional/residential care services at the district level for all children in need of care and protection. Every district shall have a minimum of one Protection Officer, and maximum of three Protection Officers (Institutional Care) on the basis of number of blocks, geographical spread and case load of the district. In case the Child Welfare Committee has a heavy case load, the State Government can appoint one full time Protection Officer to the Committee. The specific roles and responsibilities of a Protection Officer (Institutional Care) shall include:-

- i) Identify families and children at risk to prevent destitution of children and arrange/provide them necessary support services like counselling, access to health care, education, vocational skills etc., with the support of the outreach worker working under him/her;
- ii) Carry out a situational analysis of children in difficult circumstances, collect and compile data on different dimensions of the child protection problems in terms of number of children requiring support, number of children in institutions and the kind of services they need;
- iii) Carry out a resource mapping exercise and develop a District Child Protection Plan and resource directory of child related services at the district level on the basis of data collected;
- iv) Ensure setting up and management of the child tracking system of all institutional care program including Open Shelters in the district;
- v) Support CWC in the process of inquiry and restoration of children;
- vi) Ensure registration of all child care organizations/institutions/agencies housing children under the Juvenile Justice Act, 2015;
- vii) Supervision and monitoring of all child care organizations/institutions/ agencies, both Govt. & NGO run (with or without support), housing children and ensure implementation of minimum standards of care;
- viii) Supervision and monitoring of other child welfare and protection programs being implemented at district level;
- ix) Identify training need and arrange for training and capacity building of personnel (both Governmental and Non-Governmental) involved in institutional care at district level in coordination with State Child Protection Society;
- x) Ensuring that documents of each child like Birth Certificate, Aadhar Card, School going Certificate, Vaccination certificates, Health Check-up cards etc., of all the children are made available by the CCI.
- xi) Ensure that Registration Certificates of CCIs under Juvenile Justice (Care and Protection of Children) Act, 2015, are verified and updated timely and to carry out registration of new CCIs as per standards of care laid down in Juvenile

Justice Act/Rules.

- xii) Ensure NGOs running CCIs must be registered on Darpan portal maintained by the NITI Aayog and follow all government stipulations including Foreign Contribution Regulation Act (FCRA) compliances.
- xiii) Ensure background verification of all NGO run CCI (funded and non-funded) staff to ensure their credentials.
- xiv) Prepare and submit a monthly assessment of CCIs in the district report to the DCPO.
- xv) Any other task assigned by the DCPO for attaining the objectives of the Mission.

## **2) Protection Officer (Non-Institutional Care)**

Under the supervision of the DCPO, the Protection Officer (Non-Institutional Care) shall ensure effective implementation of the non-institutional components of Mission Vatsalya relating to Sponsorship, Foster Care, adoption, After Care and cradle baby scheme. Every district shall have a maximum of three Protection Officers (Non-Institutional Care) on the basis of number of blocks, geographical spread and child population of the district. The specific roles and responsibilities of a Protection Officer (Non-Institutional Care) shall include: -

- i) Identify families and children at risk to prevent destitution of children and arrange/provide them necessary support for non-institutional care, where required;
- ii) Support District Magistrate in identifying adoptable children from the district and preparing a district-level database of adoptable children;
- iii) Promote and facilitate adoption in the district with the help of SAA by:
  - a) Registering and maintaining database of adoptable children and PAPs for in-country adoption;
  - b) Promoting in-country adoption within the district;
  - c) Monitor adoption placement and ensure that the SAAs provide post placement support and follow up.
- iv) Ensure that all adoptable children in all Child Care Institutions (CCIs) are brought into the adoption system;
- v) Carry out family based non-institutional care through Foster Care, Sponsorship and After Care programs;
- vi) Carry out resource mapping and contribute in development of a District Child Protection Plan and a resource directory of child related services for non-institutional care at the district level on the basis of data collected;
- vii) Function as the Nodal Officer for the uploading details of the Children on Vatsalya portal in the district;
- viii) Support CWC in the process of inquiry and restoration of children;
- ix) Supervise and monitor all child care institutions including SAAs in the district
- x) Coordinate with SARA and SCPS for training and building capacities of all personnel (Government and Non-government) involved in non-institutional service to children; and
- xi) Submit quarterly report to SARA on status of adoption program in the district.
- xii) Any other task assigned by the DCPO for attaining the objectives of the Mission.

### **3) Legal-cum-Probation Officer**

The Legal-cum-Probation Officer shall function under the supervision of the DCPO. He/she shall coordinate and supervise all the programs and activities relating to Children in Conflict with law. He/she would provide support to JJB and CWC at district levels. Every district shall have a minimum of one Legal-cum-Probation Officer, and maximum of three Legal-cum-Probation Officers on the basis of number of blocks, geographical spread and case load of the district. Probation Officers appointed under the Probation of Offenders Act, where available may also function as Legal-cum-Probation Officers. In case the Juvenile Justice Board has a heavy caseload, the State Government can appoint one full time Legal-cum-Probation Officer to the Board. The specific roles and responsibilities would include:

- i) Collect and compile data on dimensions of the juvenile delinquency in the district.
- ii) Attend proceedings of the JJB regularly.
- iii) Support JJB in conducting inquiries.
- iv) Prepare and submit social investigation reports.
- v) Maintain case files and other registers.
- vi) Escort CCL to a home/fit person/fit institution from the JJB.
- vii) Undertake follow up visits of CCL released under supervision and after release.
- viii) Establish linkages with voluntary sector for facilitating rehabilitation and social reintegration of CCL.
- ix) Any other task assigned by the DCPO for attaining the objectives of the Mission.

The Legal-cum-Probation Officer should have a legal background and a good understanding of child rights and protection issues. He/she would be responsible for providing free legal aid services to children/CCL. He/she shall also provide necessary support to the CWC and JJB in the legal matters relating to all children coming under the purview of the Juvenile Justice Act as and when required.

### **4) Counsellor**

Each Child Protection Unit at District level shall have a counselor for providing counseling services to children in conflict with law and children in need of care and protection as well as their parents and families. The counselor shall also work with the CWC and JJB at district level as and when required. Counselor at the DCPU will be responsible for supervising counselors in the institutions and also for providing counseling support to children and families coming in contact with the DCPU.

### **5) Social Worker**

Each Child Protection Unit shall have two Social Workers (at least one woman) who would be responsible for coordinating field level activities in their respective cluster of sub-divisions as assigned by the DCPO. These Social Workers shall be assisted by the Outreach Workers for carrying out field level interventions.

## **6) Data Analyst**

Each Child Protection Unit at District level shall have one Data Analyst for interpreting data, analysing results using statistical techniques. He/she has to develop and implement data analysis, data collection systems and other strategies that optimize statistical efficiency and quality. Data Analyst has to acquire data from primary or secondary data sources and maintain data base of district in DCPU. Data Analyst has to work with DCPO to outline the specific data needs for each district and prepare district action plan under Mission.

## **7) Assistant-cum-Data Entry Operator**

Each Child Protection Unit at District level shall have an Assistant-cum-Data Entry Operator (ADEO) for entering and maintaining data of DCPU within time limits. Every ADEO has to ensure compiling, verifying accuracy and sorting information to prepare source data for computer entry and reviewing data for deficiencies or errors, correcting any incompatibilities and checking output. ADEO has to apply data program techniques and procedures to generate reports, store completed work in designated locations and perform backup operations, scan documents and print files, when needed, keep information confidential.

## **8) Accountant**

Each Child Protection Unit at District level shall have an Accountant for maintaining the Accounts at District level of all the structures under Mission including DCPU, CWC and JJB.

## **9) Outreach Worker**

Each Child Protection Unit at district level shall have two Outreach Workers reporting to Protection Officers and Legal-cum-Probation Officer. Each Outreach Worker shall assist their respective Officer in carrying out their roles and responsibilities. The number of Outreach Workers can be increased up to a maximum of five (05) on the basis of number of blocks, geographical spread, population of the district and case load.

They shall work as a link between the community and the District Child Protection Unit and shall be responsible for identifying families and children at risk and offer necessary support services. The Outreach Workers shall also be responsible for developing good networking and linkages with the Anganwadi workers and members of panchayat/local bodies at community/block levels. They should also encourage volunteerism amongst the local youth and involve them in the child protection program at block and community levels.



## **B. Selection Process of staff under District Child Protection Unit (DCPU):**

- i) A Selection Committee constituted by the State Principal Secretary/Secretary headed by District Magistrate shall head the Selection Committee for selection and appointment of the staff of DCPU. The district Selection Committee may include district level officers e.g. District Program Officer (ICDS), District Social Welfare Officer, Chairperson/Members of CWC, Members of JJB etc. Once the District Child Protection Officer (DCPO) is appointed, either by deputation or contract, he/she shall also be part of the Selection Committee for appointment of other personnel of the DCPU.
- ii) State Government /District administration may preferably appoint regular staff at supervisory positions like DCPO or District Child Protection Officer, as far as possible.
- iii) All the manpower to be engaged under Mission Vatsalya will be on the basis of prescribed qualification and experiences.
- iv) Background verification of Staff by Police is mandatory prior to their appointment, to ensure credibility and accountability of Staff.
- v) All manpower engaged under the DCPU shall maintain confidentiality of all records failing which suitable action may be taken.
- vi) Suitable and capable staff may be appointed under the scheme for the full period of the Mission up to Financial Year 2025-26 subject to annual performance review.
- vii) The performance criteria for extension may include health, education & wellbeing, restoration and rehabilitation parameters regarding children under their supervision, among other things.
- viii) States/UTs may rationalize the existing manpower in the implementing agencies for optimum utilization of resources as per the number of blocks, case load and inter-district transfers on need basis to address administrative exigencies.
- ix) There is a provision of 3% annual rise in remuneration (on cumulative basis) in the consolidated Remuneration of Officers/Staff working under DCPU on the basis of satisfactory performance which will be applicable from FY 2023-24 till FY 2025-26.
- x) The Scheme provides for hiring of contractual staff at State and District level; however, the States may engage the staff on permanent basis or on higher salaries than provided in this scheme for which the States will have to bear the extra expenditure incurred in this regard.

### **C. Indicative Qualification of staff of DCPU under Mission Vatsalya:**

<b>S. No.</b>	<b>Positions</b>	<b>Eligibility Criteria</b>
<b>1</b>	<b>District Child Protection Officer (DCPU)</b>	<p>Post Graduate degree in Social Work /Sociology/ Child Development/Human Rights Public Administration/ Psychology/ Psychiatry/ Law/ Public Health / Community Resource Management from a recognized University</p> <p>At least 3 years of experience of working with the Govt./Non- Government Organization in Documentation, training &amp; Capacity Building, Project formulation/ implementation, monitoring and supervision preferably in the field of Women &amp; Child Development/ Social Welfare.</p> <p>Proficiency in Computers.</p>
<b>2</b>	<b>Protection Officers (Institutional Care)</b>	<p>Post Graduate degree in Social Work /Sociology/ Child Development/Human Rights Public Administration/ Psychology/ Psychiatry/ Law/ Public Health / Community Resource Management from a recognized University.</p> <p><b>OR</b></p> <p>Graduate in Social Work/Sociology/ Child Development/ Human Rights Public Administration/ Psychology/ Psychiatry/ Law/ Public Health/ Community Resource Management from a recognized University with 2 years' experience in project formulation/ implementation, monitoring and supervision in the preferably in the field of Women &amp; Child Development / Social Welfare</p> <p>Proficiency in Computer</p>
<b>3</b>	<b>Protection Officer- (Non-Institutional Care)</b>	<p>Post Graduate degree in Social Work/Sociology/ Child Development/Human Rights Public Administration/ Psychology/ Psychiatry/ Law/ Public Health / Community Resource Management from a recognized University.</p> <p><b>OR</b></p> <p>Graduate in Social Work /Sociology/ Child Development/ Human Rights Public Administration/ Psychology/ Psychiatry/ Law/ Public Health / Community Resource Management from a recognized University with 2 years' experience in project formulation/ implementation, monitoring and supervision in the preferably in the field of Women &amp; Child Development / Social Welfare</p> <p>Proficiency in Computers</p>
<b>4</b>	<b>Legal-cum Probation Officer (LCPO)</b>	<p>LLB from recognized university</p> <p>Experience of at least 2 years of working with Govt./ NGO/ Legal Matters preferably in the field of Women &amp; Child Rights.</p> <p>Good understanding of Women &amp; Child right &amp; protection issues.</p>

<b>5</b>	<b>Counselor</b>	<p>Graduate in Social Work /Sociology/Psychology/ Public Health/ Counselling from a recognized university.</p> <p><b>OR</b></p> <p>PG Diploma in Counselling and Communication.</p> <p>At least 1 year of working experience with the Govt./NGO preferably in the field of Women &amp; Child Development.</p> <p>Proficiency in Computers.</p>
<b>6</b>	<b>Social Worker</b>	<p>Graduate preferably in B.A in Social Work/ Sociology/ Social Sciences from a recognized university.</p> <p>Weightage for work experience candidate</p> <p>Proficiency in Computers</p>
<b>7</b>	<b>Accountant</b>	<p>Graduate in commerce/ Mathematics degree from a recognized university.</p> <p>At least 1 year experience of working in desired field</p> <p>Computer Skills &amp; command on Tally</p>
<b>8</b>	<b>Data Analyst</b>	<p>Graduation in Statistics/ Mathematics/Economics/ Computer (BCA) from a recognized university.</p> <p>Weightage for work experience candidate</p> <p>Proficiency in Computers</p>
<b>9</b>	<b>Assistant Cum Data Entry Operator (DCPU)</b>	<p>12<sup>th</sup> pass from a recognized Board/ Equivalent Board with Diploma / Certificate in Computers.</p> <p>Weightage for work experience candidate</p>
<b>10</b>	<b>Outreach Worker (ORW)</b>	<p>12<sup>th</sup> passed from a recognize Board/ Equivalent Board</p> <p>Good Communication Skills</p> <p>Weightage for work experience candidate.</p>

## D. Financial Support for DCPU

S. No.	Item of Expenditure	Amount (in Rs.)
<b>(A) Non-recurring Expenditure (once in five years)</b>		
1	Furniture and other office equipment (tables, chairs, computer tables, air conditioner, cupboards, photocopier-cum-scanner machine etc.)	3,00,000
2	Five Computers/Laptops with UPS & Web Cam (including cost of software license) and with Printers cum Scanners	2,25,000
	<b>Total</b>	<b>5,25,000</b>

### Recurring Expenditure (per annum)

<b>(B) Staff Remuneration</b>		Amount (in Rs.)
1	One District Child Protection Officer (DCPO) @ Rs.44,023/- per month	5,28,276
2	One Protection Officer - Institutional Care @ Rs.27,804/- per month	3,33,648
3	One Protection Officer - Non-Institutional Care @ Rs.27,804/- per month	3,33,648
4	One Legal cum Probation Officer @ Rs.27,804/- per month	3,33,648
5	One Counsellor @ Rs.18,536/- per month	2,22,432
6	**Two Social Workers @ Rs.18,536/- per month	4,44,864
7	One Accountant @ Rs.18,536/- per month	2,22,432
8	One Data Analyst @ Rs.18,536/- per month	2,22,432
9	One Assistant cum Data Entry Operator @ Rs.13,240/- per month	1,58,880
10	*Two Outreach Workers @ Rs.10,592/- per month	2,54,208
	<b>Total</b>	<b>30,54,468</b>

**Annual rise in remuneration @ 3% (on cumulative basis) based on satisfactory performance from FY 2023-24 to FY 2025-26**

\*Number of Outreach workers can be increased up to a maximum of five on the basis of population and geographical spread of district.

\*\*Number of Social workers can be increased up to maximum of three on the basis of population and as per the need.

States can rationalize manpower distribution per DCPU as per the work load/ number of blocks within the districts.

<b>(C) Administrative Expenses</b>		Amount (in Rs.)
1	Administrative Expenses (water, electricity, postage, stationary, telephone with STD, photocopy, Travel & Daily Allowance for DCPU staff, Rent for hiring the space at district level (if not provided by the District Administration), Contingency Fund including internet connection, hiring of watchmen, Vocational Training in Homes etc.	15,00,000
2	Fund for repatriating children - (subject to actual)	4,00,000

3	Advocacy and awareness - organizing camps, meals for community awareness, sensitization and capacity building of all stakeholders such as Police, PRI members etc.	5,00,000
	<b>Total</b>	<b>24,00,000</b>
<b>Total Recurring Cost (B + C)</b>		<b>54,54,468</b>
<b>Grand Total (A + B + C) Non-recurring + Recurring grant</b>		<b>59,79,468</b>

### **E. Indicative Qualification of Staff for Child Welfare Committee and Juvenile Justice Board under Mission Vatsalya**

S. No.	Positions	Eligibility Criteria
1	<b>Assistant Cum Data Entry Operator</b>	12 <sup>th</sup> pass from a recognized Board/ Equivalent Board with Diploma / Certificate in Computers. Weightage for work experience candidate

### **Financial Support for Juvenile Justice Board**

S. No.	Item of Expenditure	Amount (in Rs.)
<b>(A) Non-recurring Expenditure (once in five years)</b>		
1	Furniture	50,000
2	One Computer with Web Cam and UPS (including cost of software license) and one Printer cum Scanner	45,000
3	Creating and maintaining a child friendly environment including painting of rooms, indoor games etc.	7,500
	<b>Total</b>	<b>1,02,500</b>

#### **Recurring Expenditure (per annum)**

<b>(B) Honorarium/Remuneration</b>		<b>Amount (in Rs.)</b>
1	Travelling / meeting allowance or honorarium for 20 meetings for two members (Rs.2000/- x 20 meetings per month x 12 months x 2 Members)	9,60,000
2	One Assistant cum Data Entry Operator @ Rs.11,916/- per month *	1,42,992
	<b>Total</b>	<b>11,02,992</b>

\*Annual rise in remuneration @ 3% (on cumulative basis) based on satisfactory performance from FY 2023-24 to FY 2025-26

<b>(C) Administrative Expenses</b>		<b>Amount (in Rs.)</b>
1	Administrative Expenses – Rent for hiring building of Children's Home and Contingencies (water, electricity, telephone, stationary, photocopy, postage, local travel etc.) @ Rs.15,000/- per month	1,80,000
2	Child related expenses including medicines, transportation; food, etc. during the process of production of a child to the committee @ Rs.7,000/- per month	84,000
	<b>Total</b>	<b>2,64,000</b>
<b>Total Recurring Cost (B + C)</b>		<b>13,66,992</b>
<b>Grand Total (A + B + C) Non-recurring + Recurring grant</b>		<b>14,69,492</b>

#### **Construction Grant for JJB**

S. No.	Item of Expenditure	Amount (in Rs.)
1	*Construction of two rooms of 300 sq. feet each @ Rs.1543/- per sq. feet, as and when required (Rs.1543/- x 600 sq. ft.)	9,25,800

\* The estimate rates as per CPWD Schedule of Rates 2019.

## **F. Financial Support for Child Welfare Committee**

<b>S. No.</b>	<b>Item of Expenditure</b>	<b>Amount (in Rs.)</b>
<b>(A) Non-recurring Expenditure (once in five years)</b>		
1	Furniture	50,000
2	One Computer with Web Cam and UPS (including cost of software license) and one Printer cum Scanner	45,000
3	Creating and maintaining a child friendly environment including painting of rooms, indoor games etc.	7,500
	<b>Total</b>	<b>1,02,500</b>

### **Recurring Expenditure (per annum)**

<b>(B) Honorarium/Remuneration</b>	<b>Amount (in Rs.)</b>
1 Travelling / meeting allowance or honorarium for 20 meetings for five members including Chairperson (Rs.2000/- x 20 meetings per month x 12 months x 5 Chairperson and Members)	24,00,000
2 One Assistant cum Data Entry Operator @ Rs.11,916/- per month *	1,42,992
<b>Total</b>	<b>25,42,992</b>

\*Annual rise in remuneration @ 3% (on cumulative basis) based on satisfactory performance from FY 2023-24 to FY 2025-26

<b>(C) Administrative Expenses</b>	<b>Amount (in Rs.)</b>
1 Administrative Expenses-Rent for hiring building of Children's Home and Contingencies (water, electricity, telephone, stationary, photocopy, postage, local travel etc.) @ Rs.15,000/- per month	1,80,000
2 Child related expenses including medicines, transportation, food, etc., during the process of production of a child to the committee @ Rs.7000/- per month	84,000
<b>Total</b>	<b>2,64,000</b>
<b>Total Recurring Cost (B + C)</b>	<b>28,06,992</b>
<b>Grand Total (A + B + C) Non-recurring + Recurring grant</b>	<b>29,09,492</b>

### **Construction Grant for CWC**

<b>S. No.</b>	<b>Item of Expenditure</b>	<b>Amount (in Rs.)</b>
1	*Construction of two rooms of 300 sq. feet each @ Rs.1543/- per sq. feet, as and when required (Rs.1543/- x 600 sq. ft.)	9,25,800

\* The estimate rates as per CPWD Schedule of Rates 2019

## **ANNEXURE - IV**

### **A. Indicative Qualification of Human Resources for Child Care Institutions (CCIs) under Mission Vatsalya**

<b>S. No.</b>	<b>Positions</b>	<b>Eligibility Criteria</b>
<b>1</b>	<b>Officer-in-Charge (Superintendent)</b>	<p>Post Graduate degree in Social Work /Sociology/ Child Development/Human Rights Public Administration/ Psychology/ Psychiatry/ Law/ Public Health/ Community Resource Management from a recognized University</p> <p>At least 3 years of experience of working with the Govt./Non- Government Organization in Documentation, training &amp; Capacity Building, Project formulation/ implementation, monitoring and supervision preferably in the field of Women &amp; Child Development/ Social Welfare.</p> <p>Proficiency in Computers.</p>
<b>2</b>	<b>Counselor</b>	<p>Graduate in Social Work /Sociology/Psychology/ Public Health/ Counselling from a recognized university.</p> <p style="text-align: center;"><b>OR</b></p> <p>PG Diploma in Counselling and Communication.</p> <p>At least 1 year of working experience with the Govt/NGO preferably in the field of Women &amp; Child Development.</p> <p>Proficiency in Computers.</p>
<b>3</b>	<b>Probation Officer/ Child Welfare Officer/ Case Worker</b>	<p>Graduate preferably in B.A in Social Work/ Sociology/ Social Sciences or LLB from a recognized university.</p> <p>Experience of at least 2 years of working with Govt./ NGO/ Legal Matters preferably in the field of Women &amp; Child Rights.</p> <p>Good understanding of Women &amp; Child right &amp; protection issues.</p> <p>Weightage for work experience candidate</p> <p>Proficiency in Computers</p>



## B. Financial Support to Child Care Institutions

### i) Financial Support to Child Care Institution, with the Capacity to Accommodate 50 Children

S. No.	Item of Expenditure	Amount (in Rs.)
<b>(A) Non-recurring Expenditure (once in five years)</b>		
1	Structural changes, up-gradation of accommodation facilities and maintenance (Subject to actual)	10,00,000
2	Up-gradation of facilities like purchase/maintenance of Television, Computers, Books and furniture, kitchen equipment, etc.	10,00,000
	<b>Total</b>	<b>20,00,000</b>

### Recurring Expenditure (per annum)

<b>(B) Staff Remuneration</b>		<b>Amount (in Rs.)</b>
1	One Officer-in- Charge (Superintendent)@ Rs.33,100/- per month	3,97,200
2	One Counsellor @ Rs.23,170/- per month	2,78,040
3	One Probation Officer/Child Welfare Officer/ Case Worker @ Rs.23,170/- per month	2,78,040
4	Two House Mother or House Father @ Rs.14,564/- x 2 per month	3,49,536
5	One Paramedical staff @ Rs.11,916/- per month	1,42,992
6	One Store-keeper cum Accountant @ Rs.18,536/- per month	2,22,432
7	One Educator @ Rs.10,000/- per month	1,20,000
8	One Art & Craft cum Music Teacher @ Rs.10,000/- per month	1,20,000
9	One PT Instructor cum Yoga Trainer @ Rs.10,000/- per month	1,20,000
10	Two Cook @ Rs.9,930/- per month	2,38,320
11	Two Helper cum Night Watchman preferably Women in Girl Child CCI @ Rs.7,944/- per month	1,90,656
12	One Housekeeper @ Rs.7,944/- per month	95,328
	<b>Total</b>	<b>25,52,544</b>

Annual rise in remuneration @ 3% (on cumulative basis) based on satisfactory performance from FY 2023-24 to FY 2025-26

<b>(C) Administrative Expenses</b>		<b>Amount (in Rs.)</b>
1	Maintenance @Rs.3000/- per child per month (for food, clothing, medicine, soap, oil etc. and supplementary education etc.)	18,00,000
2	Bedding including mattress, bed sheets, pillow, blanket, dari/mats etc. @ Rs.1000/- per child per year	50,000
3	Administrative Expenses - Water, Electricity, Transportation (for children for the purpose of vocational training/school, field visit, production of the child before CWC and JJB, priority should be given to the special need children), Rent	10,00,000

	for hiring building for running Children's Home, Miscellaneous for outing, books/ magazines for library, sport equipments etc., Contingency including internet connection and data entry operators etc.	
	<b>Total</b>	<b>28,50,000</b>
<b>Total Recurring Cost (B + C)</b>		<b>54,02,544</b>
<b>Grand Total (A + B + C) Non-recurring + Recurring grant</b>		<b>74,02,544</b>

**Note:**

- In the Government/NGO run institutions supported under the scheme, the above Remuneration norms will be applicable. The Government/NGO may add additional Remuneration from its own resources.*
- Driver may be hired as per need from contingency funds.*
- Additional guards/ Security guards from Home guards may be deployed from contingency fund, if required*
- The number of posts in the category of counsellor, child welfare officer, probation officer, house father or house Mother would proportionally increase/decrease with the increase/ decrease in the actual or sanctioned capacity of the home.*
- While selecting the staff for a girl's home, every effort shall be made to appoint female personnel, especially at leadership and decision-making levels as well as those interacting with the girl children.*
- Financial support for a special unit for children with special needs will be applicable as per norms mentioned above in these guidelines.*

**ii) Financial Support to CCI of 50 Children with Special Unit of 10 Children With Special Needs:**

S. No.	Item of Expenditure	Amount (in Rs.)
<b>Recurring Expenditure (per annum)</b>		
1	Specialised equipment and materials like Psychological test materials, training materials for speech and language, teaching materials, wheel chairs, crèches, etc. @ Rs.10,000/- per child for 10 children	1,00,000
2	Additional grant for Ten (10) children @ Rs.400/- per child per month to cover expenses on nutritious food	48,000
3	Specialized medical assistance for 10 children for Antiretroviral Therapy (ART) <sup>1</sup> & other medical needs, detoxification and treatment <sup>2</sup> @ Rs.4,000/- per child per month (as per actual) <sup>3</sup>	4,80,000
4	<b>Staff Remuneration</b>	
	One Special Educator/Therapist @ Rs.23,170/- per month	2,78,040
	One Nurse (female) @ Rs.13,240/- per month	1,58,880
	One Care Taker cum vocational instructor @ Rs.9,930/- per month	1,19,160
	<b>Total</b>	<b>11,84,080</b>

**Annual rise in remuneration @ 3% (on cumulative basis) based on satisfactory performance from FY 2023-24 to FY 2025-26**

<sup>1</sup> First efforts shall be made to access Antiretroviral Therapy (ART) from the respective State AIDS Control Societies, in case the same is not available, funds under S.N. 3 may be used.

<sup>2</sup> First priority should be given to send children to State run detoxification and treatment centres for children in substance abuse, in case the same is not available, funds under S.N. 3 may be used.

<sup>3</sup> Flexibility is provided to the DCPO to utilize funds at S.N. 1 and 3, as per the needs of the Children with special needs in the Home.

**iii) Financial Support to Child care Institution, with the capacity to accommodate 25 children**

S. No.	Item of Expenditure	Amount (in Rs.)
<b>(A) Non-recurring Expenditure (once in five years)</b>		
1	Structural changes, up-gradation of accommodation facilities and maintenance (Subject to actual)	6,00,000
2	Up-gradation of facilities like purchase/maintenance of Television, Computers, Books and furniture, kitchen equipment, etc.	6,00,000
	<b>Total</b>	<b>12,00,000</b>

**Recurring Expenditure (per annum)**

<b>(B) Staff Remuneration</b>		<b>Amount (in Rs.)</b>
1	One Officer-in- Charge (Superintendent)@ Rs.33,100/- per month	3,97,200
2	One Counsellor @ Rs.23,170/- per month	2,78,040
3	One Probation Officer/Child Welfare Officer/ Case Worker @ Rs.23,170/- per month	2,78,040
4	One House Mother or House Father @ Rs.14,564/- per month	1,74,768
5	One Paramedical staff @ Rs.11,916/- per month	1,42,992
6	One Store-keeper cum Accountant @ Rs.18,536/- per month	2,22,432
7	One PT Instructor cum Yoga Trainer @ Rs. 10,000/- per month	1,20,000
8	One Cook @ Rs.9,930/- per month	1,19,160
9	One Helper cum Night Watchman@ Rs.7,944/- per month	95,328
10	One Housekeeper @ Rs.7,944/- per month	95,328
	<b>Total</b>	<b>19,23,288</b>

**Annual rise in remuneration @ 3% (on cumulative basis) based on satisfactory performance from FY 2023-24 to FY 2025-26**

<b>(C) Administrative Expenses</b>		<b>Amount (in Rs.)</b>
1	Maintenance @Rs.3000/- per child per month (for food, clothing, medicine, soap, oil etc. and supplementary education etc.)	9,00,000
2	Bedding including mattress, bed sheets, pillow, blanket, dari/mats, etc. @ Rs.1000/- per child per year	25,000
3	Administrative Expenses - Water, Electricity, Transportation (for children for the purpose of vocational training/school, field visit, production of the child before CWC and JJB,	6,00,000

	priority should be given to the special need children), Rent for hiring building for running Children's Home, Miscellaneous for outing, books/ magazines for library, sport equipments etc. Contingency including internet connection and data entry operators etc. (Subject to actual)	
	<b>Total</b>	<b>15,25,000</b>
<b>Total Recurring Cost (B + C)</b>		<b>34,48,288</b>
<b>Grand Total (A + B + C) Non-recurring + Recurring grant</b>		<b>46,48,288</b>

**Note:**

- a) *In the Government/NGO run institutions supported under the scheme, the above Remuneration norms will be applicable. The Government/NGO may add additional Remuneration from its own resources.*
- b) *Driver may be hired as per need from contingency funds.*
- c) *Additional guards/ Security guards from Home guards may be deployed from contingency fund, if required*
- d) *The number of posts in the category of counsellor, child welfare officer, probation officer, house father or house Mother would proportionally increase/decrease with the increase/ decrease in the actual or sanctioned capacity of the home.*
- e) *While selecting the staff for a girl's home, every effort shall be made to appoint female personnel, especially at leadership and decision-making levels as well as those interacting with the girl children.*
- f) *Financial support for a special unit for children with special needs will be applicable as per norms mentioned above in these guidelines.*

**iv) Financial Support to CCI of 25 Children with Special Unit of 05 Children With Special Needs:**

S. No.	Item of Expenditure	Amount (in Rs.)
<b>Recurring Expenditure (per annum)</b>		
1	Specialized equipment and materials like Psychological test materials, training materials for speech and language, teaching materials, wheel chairs, crèches, etc. @ Rs.10,000/- per child for Five (5) children	50,000
2	Additional grant for Five (5) children @ Rs.400/- per child per month to cover expenses on nutritious food	24,000
3	Specialized medical assistance for Five (5) children for Antiretroviral Therapy (ART) <sup>1</sup> & other medical needs, detoxification and treatment <sup>2</sup> @ Rs.4,000/- per child per month (as per actual) <sup>3</sup>	2,40,000
4	<b>Staff Remuneration</b>	
	One Special Educator/Therapist @ Rs.23,170/- per month	2,78,040
	One Nurse (female) @ Rs.13,240/- per month	1,58,880
	One Care Taker cum vocational instructor @ Rs.9,930/- per month	1,19,160
	<b>Total</b>	<b>8,70,080</b>

**Annual rise in remuneration @ 3% (on cumulative basis) based on satisfactory performance from FY 2023-24 to FY 2025-26**

<sup>1</sup> First efforts shall be made to access Antiretroviral Therapy (ART) from the respective State AIDS Control Societies, in case the same is not available, funds under S.N. 3 may be used.

<sup>2</sup> First priority should be given to send children to State run detoxification and treatment centres for children in substance abuse, in case the same is not available, funds under S.N. 3 may be used.

<sup>3</sup> Flexibility is provided to the DCPO to utilize funds at S.N. 1 and 3, as per the needs of the Children with special needs in the Home.

### **C. Financial support to SAA (a unit of 10 children)**

S. No.	Item of Expenditure	Amount (in Rs.)
<b>(A) Non-recurring Expenditure (once in five years)</b>		
1	One Computer with UPS and Web Cam (including cost of software license) and One printer cum scanner	45,000
2	Furniture including 10 cradles	1,50,000
2	Equipment for kitchen (Gas stove with connection, utensils, water filter, etc.	50,000
	<b>Total</b>	<b>2,45,000</b>

#### **Recurring Expenditure (per annum)**

<b>(B) Staff Remuneration</b>		<b>Amount (in Rs.)</b>
1	One Manager/Coordinator @ Rs.23,170/- per month	2,78,040
2	One Social Worker-cum-Early Childhood Educator@ Rs.18,536/- per month	2,22,432
3	One Nurse@ Rs.11,916/- per month	1,42,992
4	One Doctor (Part time) @Rs.9,930/- per month	1,19,160
5	Six Ayahs @ Rs.7,944/- per month	5,71,968
6	One Chowkidar @ Rs.7,944/- per month	95,328
	<b>Total</b>	<b>14,29,920</b>

**Annual rise in remuneration @ 3% (on cumulative basis) based on satisfactory performance from FY 2023-24 to FY 2025-26**

<b>(C) Administrative Expenses</b>		<b>Amount (in Rs.)</b>
1	Maintenance grant for ten (10) children@ Rs.2500/- per child per month to cover expenses on food, milk powder, feeding bottles, clothing, medicine, soap, oil, play materials etc.	3,00,000
2	Administrative Expenses- Rent for hiring building and Contingencies (water, electricity, telephone, stationary, photocopy, postage, etc.)	2,25,000
3	Payment of legal expenses to the advocate engaged in adoption case in case of adoptive Indian parent is not in a position to pay.	
	<b>Total</b>	<b>5,25,000</b>
<b>Total Recurring Cost (B + C)</b>		<b>19,54,920</b>
<b>Grand Total (A + B + C) Non-recurring + Recurring grant</b>		<b>21,99,920</b>

*Note: Any request for non-recurring component, in the interim period, may be provided if approved by the Project Approval Board (PAB).*

## **D. Financial Support for Open Shelter (a unit of 25 Children)**

<b>S. No.</b>	<b>Item of Expenditure</b>	<b>Amount (in Rs.)</b>
<b>(A) Non-recurring Expenditure (once in five years)</b>		
1	Furniture including mattresses for children, 25 steel lockers, cupboards, tables and chairs etc.	1,50,000
2	Two Computers with UPS (including cost of software license) and with printer cum scanner	85,000
3	One Colour Television	2,00,000
4	Equipment for sports, entertainment, vocational training and kitchen along with utensils, gas stove, Water filter, etc.	
	<b>Total</b>	<b>4,35,000</b>

### **Recurring Expenditure (per annum)**

<b>(B) Staff Remuneration</b>	<b>Amount (in Rs.)</b>
1 One Project Coordinator cum Counsellor @ Rs.23,170/- per month	2,78,040
2 One Social Worker @ Rs.18,536/- per month	2,22,432
3 Two Care Givers cum Bridge Course Educators @ Rs.11,916/- per month	2,85,984
4 *Three Outreach Workers@ Rs. 10,592 per month	3,81,312
5 One Helpers for cleaning and cooking purposes @ Rs.7,944/- per month	95,328
<b>Total</b>	<b>12,63,096</b>

**Annual rise in remuneration @ 3% (on cumulative basis) based on satisfactory performance from FY 2023-24 to FY 2025-26**

\*Number of Outreach workers can be increased up to a maximum of five on the basis of population and geographical spread of district.

<b>(C) Administrative Expenses</b>	<b>Amount (in Rs.)</b>
1 Maintenance @Rs.2500 per child per month (for food, clothing, medicine, soap, oil, supplementary education etc.) for 25 children	7,50,000
2 Administrative Expenses (water, electricity, Transportation, Rent for hired building including 3 contact points, Miscellaneous (for outing, for books for library, play materials, educational/sports equipment etc.) and Contingency (postage, stationary, telephone, photocopy etc.)	5,00,000
<b>Total</b>	<b>12,50,000</b>
<b>Total Recurring Cost (B + C)</b>	<b>25,13,096</b>
<b>Grand Total (A + B + C) Non-recurring + Recurring grant</b>	<b>29,48,096</b>

*\*Number of Outreach Workers and Contact Points can be increased up to a maximum of five depending on the geographical area and number of children to be catered to by the program*

**E. Infrastructural Financial support for CCIs****i) Construction Grant for a new unit of 50 children**

S. No.	Item of Expenditure	Amount (in Rs.)
1	Cost of Construction- 8745 Sq. ft. @Rs.1543/- per Sq. ft.*	1,34,93,500

\* The estimate rates as per CPWD Schedule of Rates 2019.

**Financial Support for Vatsalya Sadan for unit of 50 children**

S. No.	Type of Homes/CWC/JJB	Area of Homes/CWC/JJB in Sq. Ft.*	Construction Cost (in Rs.)
1	Children Home	8745 sq. ft.	1,34,93,500
2	Observation Home	8745 sq. ft.	1,34,93,500
3	Special Home	8745 sq. ft.	1,34,93,500
4	Place of Safety	8745 sq. ft.	1,34,93,500
5	CWC	600 sq. ft.	9,25,800
6	JJB	600 sq. ft.	9,25,800
	<b>Total</b>	<b>36180 sq. ft.</b>	<b>5,58,25,600</b>

\* The estimate rates as per CPWD Schedule of Rates 2019.

**ii) Construction Grant for a new unit of 25 children**

S. No.	Item of Expenditure	Amount (in Rs.)
1	Cost of Construction- 5000 Sq. ft. @Rs.1543/- per Sq. ft.*	77,15,000

\*\* The estimate rates as per CPWD Schedule of Rates 2019.

**iii) Financial Support for Vatsalya Sadan for unit of 25 children**

S. No.	Type of Homes/CWC/JJB	Area of Homes/CWC/JJB in Sq. Ft.*	Construction Cost (in Rs.)
1	Children Home	5000 sq. ft.	77,15,000
2	Observation Home	5000 sq. ft.	77,15,000
3	Special Home	5000 sq. ft.	77,15,000
4	Place of Safety	5000 sq. ft.	77,15,000
5	CWC	600 sq. ft.	9,25,800
6	JJB	600 sq. ft.	9,25,800
	<b>Total</b>	<b>21200 sq. ft.</b>	<b>3,27,11,600</b>

\* The estimate rates as per CPWD Schedule of Rates 2019.

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